

Academic Year 2014 – 2015
S3– 3 periods per week
S4 – 4 periods



Admin and IT

(where assessment catchups are happening, pupils who are up-to-date should work on old Admin projects appropriate to their level)

	1	2	3
	Summer Break		
August			
18-22	Logins File Management Creating Folders - WP/SS/DB/DTP/Assessments	Introduction to Word Formatting functions Font size Margins Page Set up Footers	Introduction to Word Enhance Text Text Alignment Line Spacing
25-29	Introduction to Word Consolidation of Formatting Functions Practice Paragraphs	Introduction to Word Manuscript Corrections with Heading Styles	Consolidation of Formatting Functions Practice Paragraphs with Headings and Manuscript Corrections
September 1-5	Consolidation of Formatting Functions Practice Paragraphs with Headings and Manuscript Corrections	Introduction to Displays Page Layouts of Displays Word Art Graphics (Inserting and moving) Borders and Shading Revision: Enhancing Text	Introduction to Displays Page Layouts of Displays Word Art Graphics (Inserting and moving) Borders and Shading Revision: Enhancing Text
8-12	Introduction to Displays Page Layouts of Displays Word Art Graphics (Inserting and moving) Borders and Shading Revision: Enhancing Text	Assessment Unit Assessment Support for National 5 Admin and IT Communication in Administration (H1YY75) – package 1: Unit by Unit Approach Task 4	Assessment Unit Assessment Support for National 5 Admin and IT Communication in Administration (H1YY75) – package 1: Unit by Unit Approach Task 5
15-19	Assessment Catch ups	Theory: Tasks, skills and qualities of Administrators	Theory: Job Description Person Specification
22-26 Holiday Friday	Revision for Assessment	Assessment Unit Assessment Support for National 5 Admin and IT Administrative Practices (H1YY75) – package 1: Unit by Unit Approach Task 1	Word Processing Creating and Editing Tables Insert/Delete/Amend Data Add/Delete Rows/Columns Borders and Shading

	1	2	3
September/October Holiday Monday 29-3rd	Word Processing Tables Merge Cells/Rotate text within cells Formulae in Tables Sort Data	Consolidation of Table Exercises	Consolidation of Table Exercises
6th -10th	Introduction to WP Forms Layouts of Forms Drop Down Menus Entering Text Tick Boxes Protection Forms	Consolidation of Forms Exercises	Consolidation of Forms Exercises
October 13th = 17th	Holiday	Holiday	Holiday
20-24	Revision	Unit Assessment Support for National 5 IT Solutions for Administrators (H1YW 75) — package 1: Unit by Unit approach – Task 7	Unit Assessment Support for National 5 IT Solutions for Administrators (H1YW 75) — package 1: Unit by Unit approach – Task 7
27-31	Theory: Customer Service The Key Features of Good Customer Service	Theory: Customer Service The Key Features of Good Customer Service	Introduction to Powerpoint Action/Delete Comments Using Design Templates Adding and Deleting Slides Slide Masters Bullets and Numbering
November 3-4	Introduction to Powerpoint Action Buttons Animate Text/Objects Slide Transitions Changing Slide Order	Introduction to Powerpoint Footers *Slides and Handout Importing Data Consolidation Exercises	Consolidation Exercises

	1	2	3
10-14	Theory Customer Service The benefits of good customer service The impact of good customer service	Theory Customer Service The benefits of good customer service The impact of good customer service	Revision – Customer Service
17-21 Inservice Monday	Inservice	Unit Assessment Support for National 5 IT Solutions for Administrators (H1YY 75) — package 1: Unit by Unit approach – Task 3	Unit Assessment Support for National 5 IT Solutions for Administrators (H1YV75) — package 1: Unit by Unit approach – Task 2
24-28	Assessment	Word Processing Letters Layout – 1 pg	Consolidation of 1 pg Letters Exercises

	1	2	3
December 1-5	Letters – 2pg Page Numbering	Consolidation of 2 pg letters Exercises	Consolidation of 2 pg letters Exercises
8-9	Introduction to Itineraries 24 hour clock layout	Itineraries Consolidation	Theory: Health and Safety Identification of Hazards in the Workplace Measure to ensure safe practice
15-19	Theory: Health and Safety Identification of Hazards in the Workplace Measure to ensure safe practice	Theory/ICT Creation/Completion of Accident Report Forms	Theory Health and Safety Legislation
January 2015 5-9	Theory Data Protection Act/Computer Misuse Act	Theory Consolidation of Legislation – Exercises	Theory Organisational Procedures for protecting information Usernames Passwords Encryption Access Rights
12-16	Theory: Organisational Procedures for Protecting People and Property Person Identification Secure Entry Systes Protecting Property	Theory Revision	Theory Revision
19-23	Unit Assessment Support for National 5 Administration and IT: Administrative Practices: (H1 VY75) – Package 1: Unit by Unit approach Task 3	Assessment continued	Assessment catch ups
26-30	Introduction to Desk Top Publishing Templates Exercises (more to be developed)	DTP Exercises	DTP exercises

	1	2	3
February 2-6	Internet Browser Search Engines Hyper Linking	Copy from Web to Word/Presentation Favourites/Bookmarking Print extract	Theory: Features of reliable sources of information Reputable sites Regularly updated Secure
9-13	Holiday	Holiday	Inservice
16-20	Theory: Consequences of using unreliable internet sources of information Out of date information Information may be bias or inaccurate Fraud	Assessment Unit Assessment Support for National Communication in Administration: (H1YY75) package 1: Unit by Unit approach Task 2	Introduction to Email Setting up email (Internet or Glow) Composing email Address book facility Mark urgent Adding attachments Creating Signatures (Booklet to be created)
23-27	Assessment Unit Assessment Support for National Communication in Administration: (H1YY75) package 1: Unit by Unit approach Task 1	Assessment Unit Assessment Support for National Communication in Administration: (H1YY75) package 1: Unit by Unit approach Task 5	Assessment Catch ups
March 2-6	Electronic Diaries Schedule Appointments Set reminder Print – daily, weekly, monthly Recurring meetings Accessing other users Calenders To do Lists (Booklet to be created)	Assessment Unit Assessment Support for National Communication in Administration: (H1YY75) package 1: Unit by Unit approach Task 6	Assessment catchup
9-13	Theory: Using emerging Technologies Blogs Podcasts Websites Social Media (notes reqd)	Theory: Using emerging Technologies Blogs Podcasts Websites Social Media (notes reqd)	Introduction to Databases - What is a database - What is a relational Database Creating a Database Inserting Fields Data Types Inputting records into Tables
16-20	Introduction to Databases - What is a database - What is a relational Database Creating a Database Inserting Fields Data Types	Introduction to Databases - What is a database - What is a relational Database Creating a Database Inserting Fields Data Types	Introduction to Databases - What is a database - What is a relational Database Creating a Database Inserting Fields Data Types

	Inputting records into Tables	Inputting records into Tables	Inputting records into Tables
23-27	Assessment Unit Assessment Support for National 5 Administration and IT: Administrative Practices: (H1 YV 75) package 1: Unit by Unit approach Task 8	Databases Explaining relationships within Database Tables More Tables exercises	Introduction to Querying Tables Equals Greater than Less than Greater than or equal to Less than or equal to Less than or equal to Or Not Wildcard
March/ April 30-3	Introduction to Querying Tables Equals Greater than Less than Greater than or equal to Less than or equal to Less than or equal to Or Not Wildcard	Consolidation of Querying	Consolidation of Querying
Easter Break			
20-24	Introduction to Database forms Designing the Form Inserting Headings Graphics Footers (Page and Form)	Introduction to Database forms Designing the Form Inserting Headings Graphics Footers (Page and Form)	Inputting information via forms Printing forms Consolidation exercises
April/May 27-1	Consolidation exercises on forms	Consolidation exercises on forms	Unit Assessment Support for National 5 IT Solutions for Administrators (H1YY 75) — package 1: Unit by Unit approach – Task 4
4-8 Holiday and Inservice	Unit Assessment Support for National 5 IT Solutions for Administrators (H1YY 75) — package 1: Unit by Unit approach – Task 4	Assessment Catch up	Introduction to Database Reports Design and Creating Reports from Table or query Page Layouts and Field sizes Inserting Heading and Graphics Report/Page Footers Publish in Word
11-15	Introduction to Database Reports Design and Creating Reports from Table or query Page Layouts and Field sizes Inserting Heading and Graphics Report/Page Footers	Introduction to Database Reports Design and Creating Reports from Table or query Page Layouts and Field sizes Inserting Heading and Graphics Report/Page Footers	Consolidation of Database Reports – exercises

	Publish in Word	Publish in Word	
18-22	Consolidation of Database reports – exercises	Consolidation of Database reports – exercises	Unit Assessment Support for National 5 IT Solutions for Administrators (H1YY 75) — package 1: Unit by Unit approach – Task 5
25-29 Holiday Monday		26 Assessment Catch up	27 Assessment Catch ups
June	Revision of Word	Revision of Word	Revision of Word
	Catch ups	Catch ups	Catch ups
	Catch ups	Catch ups	Catch ups
	Catch ups	Catch ups	Catch ups

S4 (4 periods)

August	Database Revision	Introduction to Mail Merge	Introduction to Mail Merge	Consolidation Exercises
Week 1				
Week 2	Introduction to organising events What is the Event Personal and ICT skills required for Event Administration	Before the Event Hardware/Software required for Event planning	Planning the Event Before Internet Searches Room Bookings Revisit of To-do-lists Notice of Meetin and Agenda	Consolidation of Notice of Meeting and Agenda Exercises
Week 3	Consolidation of Notice of Meeting and Agenda Exercises	Prep for Assessment	Unit Assessment Support for National 5 Administration and IT: Administrative Practices: (H1 VY75) – Package 1: Unit by Unit approach Task 6	During Events Minutes of meetings Introduction
4	Minutes Consolidations (additional resources required)	Minutes exercises	Event Management Activities and Questions (to be turned into a Booklet)	Event Management Activities and Questions
5	Event Management Activities	Introduction to Spreadsheets Text Alignment Borders/Shading Basic Formulae Formatting cells	Introduction to Spreadsheets Text Alignment Borders/Shading Basic Formulae Formatting cells	Unit Assessment Support for National 5 Administration and IT: Administrative Practices: (H1 VY75) – Package 1: Unit by Unit approach Task 4
6	Spreadsheets Sorting data (double) Deleting columns/Rows Conditional formatting	Consolidation of Basic Formulae exercises	More advanced formulae Average Maximum Minimum Count	Working with multiple worksheets Naming Linking worksheets

7	Formulae Absolute referencing If	Consolidation of Advanced Formulae and working with Multiple worksheets	Consolidation of Advanced Formulae and working with Multiple worksheets	Consolidation of Advanced Formulae and working with Multiple worksheets
8	Unit Assessment Support for National 5 IT Solutions for Administrators (H1YW 75) — package 1: Unit by Unit approach – Task 1/2	Unit Assessment Support for National 5 IT Solutions for Administrators (H1YW 75) — package 1: Unit by Unit approach – Task 1/2	Unit Assessment Support for National 5 IT Solutions for Administrators (H1YW 75) — package 1: Unit by Unit approach – Task 1/2	Catch ups
9	Introduction to charts Pie Chart Bar or Column Chart Line Graph Labelling Printing Charts Dynamic Linking of Charts	Introduction to charts Pie Chart Bar or Column Chart Line Graph Labelling Printing Charts Dynamic Linking of Charts	Consolidation of Cahrts	Consolidation of cahrts
10	Unit Assessment Support for National 5 IT Solutions for Administrators (H1YW 75) — package 1: Unit by Unit approach – Task 3/6	Unit Assessment Support for National 5 IT Solutions for Administrators (H1YW 75) — package 1: Unit by Unit approach – Task 3/6	Unit Assessment Support for National 5 IT Solutions for Administrators (H1YW 75) — package 1: Unit by Unit approach – Task 3/6	Catch ups
11	Revision and prep for Nat 4 AV Unit	Revision and prep for Nat 4 AV unit	Revision and prep for Nat 4 AV unit	Revision and prep for Nat 4 AV unit
12	Nat 4 AV unit	Nat 4 AV unit	Nat 4 AV unit	Nat 4 AV unit
13	Nat 4 AV unit	Nat 4 AV unit	Nat 4 AV unit	Nat 4 AV unit
14	Nat 4 catch ups	Nat 4 catch ups	Nat 4 catch ups	Nat 4 catch ups
15	Revision of Nat 5 skills*	Revision of Nat 5 skills*	Revision of Nat 5 skills*	Revision of Nat 5 Theory
16	Revision of Nat 5 skills*	Revision of Nat 5 skills*	Revision of Nat 5 skills*	Revision of Nat 5 Theory
17	Revision of Nat 5 skills*	Revision of Nat 5 skills*	Revision of Nat 5 skills*	Revision of Nat 5 skills*
18	Revision of Nat 5 skills*	Revision of Nat 5 skills*	Revision of Nat 5 skills*	Revision of Nat 5 theory
19				
20				
21				
22				
23				