

S4 N5 Admin & IT Weekly Scheme of Work

Week in Year	Week in Unit	Date	Unit	Topic	Sub Topic	Resources
1	1	13/08/2020	Theory	Review	tasks (duties) of administrators skills/qualities of administrators	Leckie Leckie N5 Admin & IT Book Bright Red N5 Admin & IT Hodder Gibson N5 Admin & IT
2	2	20/08/2020	Theory	Corporate Image	Features, benefits of having a corporate image & consequences of no/negative corporate image	See week 1
3	3	27/08/2020	Theory	Electronic Communication	Methods, features, uses and benefits	See week 1
4	4	03/09/2020	IT applications	Presentations	Use of multimedia applications to create and edit presentations	See week 1
5	5	10/09/2020	IT applications	Presentations	Create presentations to summary an area of theory	See week 1
6	6	17/09/2020	IT applications	Presentations	Create presentations to summary an area of theory	See week 1
7	7	24/09/2020	IT applications	Presentations	Present to the rest of the class, printing presentations in different formats	See week 1
-	-	25/09/2020		September Weekend	Start	
-	-	29/09/2020		September Weekend	End	
-	-	30/09/2020	Past paper	Past papers	Past paper	See Week 1 SQA Past Papers
8	8	01/10/2020	Past paper	Past papers	Past paper	See Week 8
9	9	08/10/2020	Past paper	Past papers	Past paper	See Week 8
		12/10/2020		Mid-term holiday	Start	
10		15/10/2020				
		17/10/2020		Mid-term holiday	End	
11	10	22/10/2020	Past paper	Past papers	Past paper	See Week 8
12	11	29/10/2020	Past paper	Past papers	Past paper	See Week 8
13	1	05/11/2020	Past paper	Past papers	Past paper	See Week 8
14	2	12/11/2020	Past paper	Past papers	Past paper	See Week 8
15	3	19/11/2020	Past paper	Past papers	Past paper	See Week 8
16	4	26/11/2020	Past paper	Past papers	Past paper	See Week 8
17	5	03/12/2020	Past paper	Past papers	Past paper	See Week 8
18	6	10/12/2020	Past paper	Past papers	Past paper	See Week 8
19	7	17/12/2020	Past paper	Past papers	Past paper	See Week 8
20	-	24/12/2020		Winter break	Start	
21	-	31/12/2020				
-	-	05/01/2021		Winter break	End	
22	8	07/01/2021	Assignment	Assignment	Assignment prep	See Week 8
23	9	14/01/2021	Assignment	Assignment	Assignment prep	See Week 8
24	10	21/01/2021	Assignment	Assignment	Assignment prep	See Week 8
25	1	28/01/2021	Assignment	Assignment	Assignment prep	See Week 8
26	2	04/02/2021	Assignment	Assignment	Assignment prep	See Week 8
-	-	06/02/2021		Mid-term holiday	Start	
-	-	09/02/2021		Mid-term holiday	End	
27	3	11/02/2021	Assignment	Assignment	Assignment mock	See Week 8
28	4	18/02/2021	Assignment	Assignment	Assignment mock	See Week 8
29	5	25/02/2021	Assignment	Assignment	Assignment mock review	See Week 8
30	6	04/03/2021	Assignment	Assignment	Assignment	See Week 8
31	7	11/03/2021	Assignment	Assignment	Potentially earlier if students are confident. The extra time will be used for past paper prep	See Week 8
32	8	18/03/2021	Revision	Revision	Revision of theory	See Week 8
33	9	25/03/2021	Revision	Revision	Revision of theory	See Week 8
34	9	01/04/2021	Past paper	Past paper	Past paper	See Week 8
-	-	02/04/2021		April Holiday	Start	
35	10	08/04/2021	Easter School	Past paper	Past paper	See Week 8
36	11	15/04/2021	Easter School	Past paper	Past paper	See Week 8
		17/04/2021		April Holiday	End	
37	1	22/04/2021		Revision	Past papers workshop	
38	1	29/04/2021		Revision	Past papers workshop	SQA
		03/05/2021		May day/Ramadan/Eid holiday	Start	
39	3	06/05/2021				
40	3	13/05/2021		Exam Week	Exam week	
		15/05/2021			End	