

Study Skills
Course Milestones for Students

Please fill in sheets outlining what subjects/topics activities should be covered/completed by when.

This will inform students on what they need to focus on throughout their study skills period.

Course Title: ADMINISTRATION AND IT	Level: HIGHER
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Month	Work to be covered/Topics/Activities/Assignments
June/July	<p>Introduction to course and software packages - word, database and spreadsheet</p> <p>Basics and rules for correct keyboarding. (Very important for beginners to spend time on this topic.) Layouts of Business Documents.</p>
August	<p>IT SOLUTIONS FOR ADMINISTRATORS:</p> <p>WORKING WITH LARGE DOCUMENTS: Watermarks, comments, footnotes: Bookmarks and Cross References, Find and Replace, Borders</p> <p>ADMIN PRACTICE AND THEORY:</p> <p><i>SKILL AND QUALITIES OF SENIOR ADMIN ASSISTANT</i> TIME AND TASK MANAGEMENT SKILLS</p>
September	<p>ADMIN PRACTICE AND THEORY</p> <p>UNIT 1.2 EFFECTIVE TEAMS</p> <p>IT SOLUTIONS FOR ADMINISTRATORS</p> <p>WORKING WITH LARGE DOCUMENTS: Page and section breaks Headers and footers Styles and table of contents Tables and Forms</p>
October	IT SOLUTIONS FOR ADMINISTRATORS:

	<p>UNIT ASSESSMENT - WP PART ONLY - TASKS 3, 4 AND 5 (PARTIAL COMPLETION AS TASK 4 REQUIRES INFORMATION FROM DATABASE)</p> <p>Start simple Databases -recap from introduction in June Database Queries</p> <p>ADMIN PRACTICE AND THEORY:</p> <p>UNIT ASSESSMENT - PARTS 1 AND 2 ONLY (TIME AND TASK MANAGEMENT AND EFFECTIVE TEAM WORKING)</p> <p>WORKPLACE REGULATIONS AND WORKING PRACTICES (Health and Safety)</p>
November	<p>IT SOLUTIONS FOR ADMINISTRATORS:</p> <p><u>Databases Cont'd:</u> Relational Formatting Querying Calculations Reports Forms Mail Merge.</p> <p>ADMIN PRACTICE AND THEORY:</p> <p>Impact of ICT on Working Practices.- Flexible Working Practices</p>
December	<p>IT SOLUTION FOR ADMINISTRATORS:</p> <p>UNIT ASSESSMENT - DATABASE QUESTION ONLY (plus completion of Task 4 Word document)</p> <p><u>Spreadsheets:</u></p> <p>Recap of N5 work - functions, simple formula, multiple formula, IF statements and absolute cell references Working with Multiple Worksheets</p> <p>ADMIN PRACTICES AND THEORY:</p> <p>Impact of ICT on Working Practices - Office Layouts</p>

January	<p>IT SOLUTIONS FOR ADMINISTRATORS:</p> <p><u>Spreadsheets:</u></p> <p>Multiple worksheets Data Consolidation Advanced Calculation and formulae (Conditional Formatting and Named Ranges) COUNTIF, SUMIF, ROUNDING, Nested IF Statements)</p> <p>Prelim Revision of Word, Database and Spreadsheet tasks - Redruth Homes</p> <p>ADMIN PRACTICE AND THEORY:</p> <p>Revision for Prelim on work covered to date</p> <p>PRELIM - THEORY PAPER (One Hour)and IT PAPER (2 Hours)</p>
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February	<p>IT SOLUTIONS FOR ADMINISTRATORS:</p> <p><u>Spreadsheets:</u> Advanced Formula and Function Skills - Sorting and Filtering Data Pivot Tables UNIT ASSESSMENT - Spreadsheet Question only</p> <p>ADMIN PRACTICE AND THEORY:</p> <p>Effective Customer Care UNIT ASSESSMENT - PARTS 3, 4 AND 5</p>
March	<p>IT SOLUTIONS FOR ADMINISTRATORS:</p> <p>Use of Powerpoints including use of Master Slides Use of Email and Ed diary Practice of previous year's Course Assignments</p> <p>SQA COURSE ASSIGNMENT - class time under exam conditions 2 hours</p> <p>ADMIN THEORY AND PRACTICE: Effective Communication Organising Formal Meetings</p>
April	<p>COMMUNICATION IN ADMIN UNIT ASSESSMENT</p> <p>ADMIN THEORY AND PRACTICE: Practice of previous SQA theory papers</p>
<p>Study Skills Course Directory of Support Resources</p>	

Please fill in details below outlining what support is available for students completing this course. Please include on-line resources, books and details of revision sessions. If appropriate match the resource to the topics in the milestone calendar.

Resources	Topic/Activity/Assignment
<p>WEEKLY WORK PLANNERS AND COURSE RESOURCES IN SHARED AREA AND ALSO ON GLOW</p>	

RESOURCE STORE IT BOOKLETS AND
FILES
IT HOW TO NOTES
PAST ASSIGNMENTS

Bright Red Higher Administration and IT (IT
and Theory)

IT Solutions for Administrators

Whole Course