

BUSINESS EDUCATION

In the case of adverse weather where pupils cannot make it to school they should undertake the following work at home.

SUBJECT	TEACHER/S	TASKS
Administration Higher and Intermediate 2	Mrs Fairley/ Mrs McNamee	All pupils have their folder and books with them. They have copies of 2011, 2010, 2009 and 2008 past papers. They also have remaining Admin Services and ITFM homework tasks to complete. Pupils' are advised to make use of suitable websites. (Its, sqa, bitesize, teach-ict (video tutorials).
Administration Intermediate 1 and 2	Mrs Fairley/ Mrs McNamee	All pupils have their folders with them. They have all remaining Powerpoint, class and homework questions for Admin Services units. Use of websites is hugely important (see Higher and Int 2 details above).
Administration Standard Grade	Ms Watson	Pupils should work through their past papers. There are revision Powerpoints for all units on the King's Park website. Pupils should work through each unit undertaking the revision question. For the ICT element pupils should work through units on the 'Teach-ict' website.
Business Management Higher	Ms Watson	Use the website 'Scholar' to work through the unit Operations. Use Leckie and Leckie books and answer questions in jotters. Do quick questions on p88. Do Higher questions on P89. STUDY THE ENTIRE OPERATIONS UNIT IN PREPARATION FOR TEST.
Business Management Intermediate 1 and 2	Mr Donnelly	All pupils have their folders with them. Work through Revision section of booklet.
Business Management Intermediate 1 and 2	Mrs Fairley/ Mrs McNamee	All pupils have their folders with them. Pupils also have a selection of past papers to work from. They should concentrate on finishing the Human Resources section of their notes and questions, and then move on to the Financial Management section. Pupils should also study their Business Enterprise notes.
Business Management Standard Grade	Mr Donnelly	All pupils have Credit and General past papers. All pupils should do the 2011 General and Credit papers. Pupils should also use the BBC website 'Bitesize' and do the revision tasks.