**AL Khalil College**

**S4 SOW – Admin & IT (2020-2021)**

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| **TERM 1 (Aug 13th – Nov 14th)** | |
| **Weekly Breakdown** | **Course Outline** |
| Week 1  (August 13 -15) | Administrative Assistant role  Tasks (duties) of administrators  Skills/qualities of administrators |
| Week 2, 3  (Aug 17 -29) | Health and Safety  Features of current legislation and  organisational responsibilities  Hazard identification  Health and safety legislations |
| Week 4, 5  (Aug 31 – Sep 12) | File management  Security of people, property and information  Sources of information from internet  Features and benefits  of reliable internet sources and consequences of  unreliable internet sources |
| Week 6  (Sep 14 – 19) | Health and Safety Test  Security of people, property and information Test |
| Sep 25- 28 | **September Weekend** |
| Week 7, 8  (Sep 29 – Oct 3) | Spreadsheets Revision (Past paper timed tasks)  Creating, editing and formatting a workbook  Applying advanced functions and formulae to a workbook  Printing worksheets, extracts of worksheets and charts |
| Week 9  (Oct 5 – 10) | Spreadsheets Revision (Past paper timed tasks)  Creating, editing and formatting a workbook  Applying advanced functions and formulae to a workbook  Printing worksheets, extracts of worksheets and charts |
| Week 10  (0ct 12 – 17) | **Mid Term Holidays** |
| Week 11  (Oct 19 – 24) | Database Revision (Past paper timed tasks)  Creating forms, reports and labels  Editing a relational database using tables and forms  Searching information in a relational database  Sorting information in a relational database  Printing |
| Week 12  (Oct 26 – 31) | Mock Exam preparations  Spreadsheet/Database/Theory  Timed tasks  Mock Exam |
| Week 13  (Nov 2 – 7) | National 5 Course Assignment Prep  Word Processing Revision (Past paper timed tasks)  Editing a range of documents  Printing documents and extracts of documents |
| Week 14  (Nov 9 - 14) | Word Processing Revision (Past paper timed tasks)  Editing a range of documents  Printing documents and extracts of documents  Peer Assessment |
| **TERM 2 (Nov 16th – Feb 27th)** | |

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| **Weekly Breakdown** | **Course Outline** |
| Week 1  (Nov 16 – 21) | Presentation Revision (Past paper timed tasks)  Using functions of multimedia applications to create and  edit presentations  Printing presentation in different formats |
| Week 2  (Nov 23 – 28) | Presentation Revision (Past paper timed tasks)  Peer Assessment |
| Week 3  (Nov 30 – Dec 5) | Admin assistant theory revision  Corporate Image |
| Week 4  (Dec 7 – 12) | Customer care revision |
| Week 5  (Dec 14 -19) | Prelim preparation  Database/Spreadsheet/Theory |
| Week 6  (Dec 21 – 23) | Prelim preparation  Database/Spreadsheet/Theory |
| Week 6 - 7  (Dec 24 – Jan 5) | **Winter Break** |
| Week 8  (Jan 6 – 9) | Mock Prelim |
| Week 9  (Jan 11 – 16) | Prelim paper |
| Week 10  (Jan 18 – 23) | National 5 Assignment prep |
| Week 11  (Jan 25 – 30) | National 5 Assignment prep  Word Processing |
| Week 12  (Feb 1 – 6) | National 5 Assignment prep  Word Processing |
| Feb (6 – 9) | **Mid-Term Holidays** |
| Week 13  (Feb 10 -13) | National 5 Assignment prep  Presentation |
| Week 14  (Feb 15 -20) | National 5 Assignment prep  Presentation/ Electronic communication |
| Week 15  (Feb 22 – 27) | National 5 Assignment prep  Electronic communication |
| **Term 3 (March 1st – June 26th)** | |
| Week 1  (March 1 – 6) | National 5 Assignment prep  Internet research |
| Week 2  (March 8– 13) | **National 5 Assignment** |
| Week 3  (March 15 -19) | National 5 exam prep  Database/Spreadsheet/Theory |
| Week 4  (March 22 -26) | National 5 exam prep  Database/Spreadsheet/Theory |
| Week 5  (March 29 – 1 April) | National 5 exam prep  Database/Spreadsheet/Theory |
| Week 5-7  (April 2– 17) | **April Holiday** |
| Week 8  (April 19 – 24) | National 5 exam prep  Database/Spreadsheet/Theory |
| Week 9  (April 26– May 1) | **National 5 Exam** |