**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 roleTasks (duties) of administrators Skills/qualities of administrators |
| Week 2, 3 (Aug 17 -29) | Health and SafetyFeatures of current legislation andorganisational responsibilitiesHazard identificationHealth and safety legislations |
| Week 4, 5(Aug 31 – Sep 12) | File managementSecurity of people, property and informationSources of information from internetFeatures and benefitsof reliable internet sources and consequences ofunreliable internet sources |
| Week 6(Sep 14 – 19) | Health and Safety TestSecurity 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 workbookApplying advanced functions and formulae to a workbookPrinting worksheets, extracts of worksheets and charts |
| Week 9(Oct 5 – 10) | Spreadsheets Revision (Past paper timed tasks)Creating, editing and formatting a workbookApplying advanced functions and formulae to a workbookPrinting 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 labelsEditing a relational database using tables and formsSearching information in a relational databaseSorting information in a relational databasePrinting |
| Week 12(Oct 26 – 31) | Mock Exam preparationsSpreadsheet/Database/Theory Timed tasks Mock Exam  |
| Week 13(Nov 2 – 7) | National 5 Course Assignment PrepWord Processing Revision (Past paper timed tasks)Editing a range of documentsPrinting documents and extracts of documents |
| Week 14(Nov 9 - 14) | Word Processing Revision (Past paper timed tasks)Editing a range of documentsPrinting documents and extracts of documentsPeer 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 andedit presentationsPrinting 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 preparationDatabase/Spreadsheet/Theory |
| Week 6(Dec 21 – 23) | Prelim preparationDatabase/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 prepWord Processing |
| Week 12(Feb 1 – 6) | National 5 Assignment prepWord Processing |
| Feb (6 – 9) | **Mid-Term Holidays** |
| Week 13(Feb 10 -13) | National 5 Assignment prepPresentation |
| Week 14(Feb 15 -20) | National 5 Assignment prepPresentation/ Electronic communication |
| Week 15(Feb 22 – 27) | National 5 Assignment prepElectronic communication |
| **Term 3 (March 1st – June 26th)** |
| Week 1(March 1 – 6) | National 5 Assignment prepInternet research |
| Week 2(March 8– 13) | **National 5 Assignment** |
| Week 3(March 15 -19) | National 5 exam prepDatabase/Spreadsheet/Theory |
| Week 4(March 22 -26) | National 5 exam prepDatabase/Spreadsheet/Theory |
| Week 5(March 29 – 1 April) | National 5 exam prepDatabase/Spreadsheet/Theory |
| Week 5-7(April 2– 17) | **April Holiday** |
| Week 8(April 19 – 24) | National 5 exam prepDatabase/Spreadsheet/Theory |
| Week 9(April 26– May 1) | **National 5 Exam**  |