

AL Khalil College

S4 SOW – Admin & IT (2020-2021)

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	Mid Term Holidays

(Oct 12 – 17)	
Week 11 (Oct 19 – 24)	<p>Database Revision (Past paper timed tasks)</p> <p>Creating forms, reports and labels</p> <p>Editing a relational database using tables and forms</p> <p>Searching information in a relational database</p> <p>Sorting information in a relational database</p> <p>Printing</p>
Week 12 (Oct 26 – 31)	<p>Mock Exam preparations</p> <p>Spreadsheet/Database/Theory</p> <p>Timed tasks</p> <p>Mock Exam</p>
Week 13 (Nov 2 – 7)	<p>National 5 Course Assignment Prep</p> <p>Word Processing Revision (Past paper timed tasks)</p> <p>Editing a range of documents</p> <p>Printing documents and extracts of documents</p>
Week 14 (Nov 9 - 14)	<p>Word Processing Revision (Past paper timed tasks)</p> <p>Editing a range of documents</p> <p>Printing documents and extracts of documents</p> <p>Peer Assessment</p>

TERM 2 (Nov 16th – Feb 27th)

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	National 5 Assignment prep

(March 1 – 6)	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