

S2 Administration and IT

Week	Topic	Homework	Assessment
1	Word Processing - developing keyboard skills, design and layout of business documents		
2			
3			
4		✓	✓
5	Internet Safety & Searches		
6		✓	
7			✓
8	MS Access - Sherlock Holmes	✓	
9			
10		✓	
11			✓
12	Travel - reasons for business travel, methods, payments, dealing with expenses	✓	
13			
14		✓	✓
15			
16		✓	
17			
18		✓	
19	MS Excel - introduction to basic skills	✓	
20			
21		✓	
22	Managing the Band (20 tasks using all of the MS Office suite. The project includes IT and theory elements)		
23		✓	
24			
25		✓	
26			
27		✓	
28			
29		✓	
30			✓
31			
32	Event Management	✓	
33			
34		✓	
35			
36			✓
37		✓	

Homework will take a variety of forms - written responses, internet searches, planning and preparation for tasks/projects.