

CURRICULUM OVERVIEW – S1/S2 ICT AND S3/S4 ADMIN AND IT

Term 1 – 2025-2026

S1 ICT	Using the Web
S2 ICT	Excel – worksheets and graphs
S3 Admin and IT	Correction Signs Building Confidence Using Word Using Headings and Tabs Administrative Assistant Powerpoints
S4 Admin and IT	Agendas and Minutes Relational Databases Mail Merge Security of People, Property and Information