



IRVINE ROYAL ACADEMY

Ambition • Respect • Responsibility

Over view of work January to April 2021

S4Admin and IT

January	February	March	April
Communication in Admin: Use of ediaary, email and internet research Begin London Trip task combining all skills from CIA unit. Security of People Property and Information Theory	Continue CIA London task practical work. Theory – Legislation	Complete CIA London task practical work. Theory – Corporate Image	Revision of practical skills from full course coverage. Theory – Using ICT

