

ICT dept 11-12	Business and communications systems	Units 8, 9 and 10	Year 10 – gcse full course	
1.	5 sep	Introduction to the course / network / target setting /home directory	Introduction to applications software (wp, dtp, ss, db, etc)	Profitability, job creation, market share, cash flow and ethics
2.	12 sep	Types of organisation – sole/partner/private/public	Other types of organisations franchises, co-operatives stakeholders	The need for profitability, sustainability, Customer satisfaction, government legislation and employee organisations.
3.	19 sep	Economies of scale	Starting a business – reasons for starting a business	Research and development
4.	26 sep	Human resources and finance,	Operations, marketing and sales, customer service	Market research
5.	3 oct	Budgets and business plans	Financing a new business	
6.	10 oct	<i>Word processing skills</i> create a document for business purposes	<i>Word processing skills</i> use a range of fonts and page layouts	Managers, supervisors and operatives
7.	17 oct	<i>Word processing skills</i> use a range of graphics combine text and graphics.	<i>Word processing skills – business letters</i>	Flat or hierarchical structures
8.	31 oct	Presentation skills	Powerpoint skills	Routine tasks (such as filing, inputting Data) and non-routine tasks (such as dealing with new product development).
9.	7 nov	Powerpoint skills create slide(s) for a business presentation	Powerpoint skills create transitions and animations	Routine and non-routine decision-making and identify the appropriate decision-makers.
10.	14 nov	Powerpoint skills modify presentations, speakers notes	Powerpoint skills create handouts testing presentations	Planning and prioritising.
11.	21 nov	<i>Website skills</i>	Web plus components of a webpage text, graphic	Create graphics
12.	28 nov	Web plus numbers, animation	Web plus counters, white space, house style	Edit graphics
13.	5 dec	Web plus buttons, rollover, hotspots, hyperlinks	Web plus publishing & testing	Web plus publishing & testing
14.	12 dec	<i>Writing evaluations</i>	<i>Writing evaluations</i>	
15.	19 dec	<i>Board set assignment practice</i>	<i>Board set assignment practice</i>	
16.	9 jan	Board set assignment practice Specimen Research	Board set assignment practice Specimen Research	<i>Board set assignment practice Specimen Research</i>
17.	16 jan	Board set assignment practice Specimen Research	Board set assignment practice Specimen Research	Board set assignment practice Specimen Research
18.	23 jan			
19.	30 jan			
20.	6 feb			
21.	13 feb	The importance of health and safety in the workplace and its impact on the working environment; an awareness of the health and safety at work act and the health and safety (display screen equipment) regulations and the responsibilities of employers and employees in that context;	Modern developments in working practice, eg “hot-desking”, teleworking, flexible working;	
22.	27 feb	Working environment, eg open plan and cellular Offices, and how the type of office layout is influenced by the nature and needs of the organisation and the demands of the task;	Ergonomics: how design may influence physical comfort and working conditions and may maximise efficiency;	

23.	6 mar	The importance of accuracy in the preparation, storage and retrieval of information within the workplace, including computer files; backups and archiving	The importance of the security of data (including personal and financial) within the workplace and the need to be mindful of hazards, both physical and in relation to data such as viruses; trojans and logic bombs methods of protecting data; current data protection legislation;	
24.	13 mar	The effective use of human resources, the effective use of other resources, eg issues of wastage and recycling.	Social responsibilities and ethics of running a business	
25.	20 mar			
26.	27 mar	Workplace organisation Different kinds of working environment	Advantages and disadvantages of different office layouts	Impact of modern developments on working practices
27.	17 apr	Ergonomics sustainability	Ictdata systems in business data sources	Data input devices Data storage devices Data output devices.
28.	24 apr	Security of data methods of protecting data	Data protection legislation.	
29.	1 may	Human resources	Recruitment and selection of staff	Contracts of employment
30.	8 may	Methods of internal and external recruitment	Job description	Person specification
31.	15 may	Training methods of training	Induction training	In-house training & off-the-job training.
32.	22 may	Rewarding staff methods of remuneration & other forms of reward.	Employment rights and responsibilities & equal opportunities.	
33.	5 jun	The purpose of communication the importance of communication The benefits of communication.	Communication systems the process of communication Channels of communication & methods of communication	Choosing the most appropriate communication Medium & barriers to communication.
34.	12 jun	The importance of Ict in business communications Uses of applications software use of local and wide area networks	E-commerce the purpose of a website, business opportunities & business risks	
35.	19 jun	Using appropriate software: spreadsheets.Create a spreadsheet for a business purpose manipulate data	Use single and multiple (linked) sheets to create tables	Key in labels, values, formulae and functions
36.	26 jun	Create and apply validation rules	Use conditional formatting	Creating charts.
37.	3 jul	Databases design and create database tables	Design and create appropriate data capture Forms	Sort records using single or multiple criteria
38.	10 jul	Search records using single or multiple criteria	Filter records data and create reports.	
39.	17 jul			
40.	24 jul			