

## BaCS - The Business Environment

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### Unit Summary

*You need to understand:*

- The different **aims & objectives** that businesses have
- How these aims and objectives differ according to **business ownership**
- The way in which (and the degree to which) different **stakeholders** can affect businesses
- The objectives of different **stakeholders** and potential **conflicts** between stakeholder objectives
- The roles of managers within business

*My strengths in this topic are:*

*My revision needs for this topic are:*

### Grades

My average grade for work on this topic is.....

Target grade for next unit of work.....



## BaCS - Communications

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### Unit Summary

*You need to understand:*

- The difference between internal and external communications
- The effect of communication on motivation
- The impact of communication on customer service & effective marketing
- The effects of poor communications
- Different types of communications and communications methods (including the role and advantages/disadvantages of the different methods)
- The impact of ICT on communications

*My strengths in this topic are:*

*My revision needs for this topic are:*

### Grades

My average grade for work on this topic is.....

Target grade for next unit of work.....



## BaCS – Human Resources

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### Unit Summary

*You need to understand:*

- Methods of internal and external recruitment
- Methods of selection (application forms, interviews etc)
- The purposes of interviews and interview types/techniques
- Contracts of employment, job descriptions & person specifications
- Different types of training and the purpose of induction
- Remuneration (wages, salaries etc)
- Termination of employment (redundancy, dismissal etc)

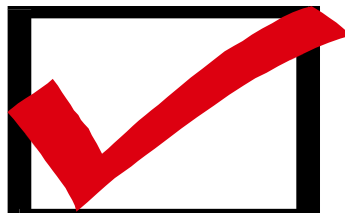
*My strengths in this topic are:*

*My revision needs for this topic are:*

### Grades

My average grade for work on this topic is.....

Target grade for next unit of work.....



## BaCS – ICT In The Business Environment

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### Unit Summary

*You need to understand:*

- The purposes of the main input devices (keyboard, scanners etc)
- The purpose of the main data storage devices (zip drives, hard drives etc)
- The purposes of the main output devices (printers etc)
- The characteristics and uses of different software applications (Word etc)
- Different types of communications ICT (including networks and the internet)
- The impact of ICT on businesses

*My strengths in this topic are:*

*My revision needs for this topic are:*

### Grades

My average grade for work on this topic is.....

Target grade for next unit of work.....

