

## GCSE Business and Communications Systems INTEGRATED ASSIGNMENT – “Perfect Paws”

You have recently set up a dog obedience and advice club called “Perfect Paws”. Your club is held in the Community Centre, Sea View, Swansea, SA22 7AA on Saturday mornings from 10 until 12 noon. You have a session on basic dog training and a veterinary nurse is on hand to offer advice.



### TASK 1: Database

Set up the following database of popular breeds:

BREED	GROOMING	EXERCISE	SIZE	WEIGHT (kg)
BOXER	MINIMAL	VIGOROUS	LARGE	32
COCKER SPANIEL	REGULAR	MODERATE	AVERAGE	15
GOLDEN RETRIEVER	DAILY	VIGOROUS	LARGE	36
GREAT DANE	DAILY	MODERATE	LARGE	57
JACK RUSSEL	MINIMAL	MODERATE	SMALL	8
LABRADOR	REGULAR	MODERATE	LARGE	29
PUG	DAILY	MODERATE	TOY	9
POINTER	MINIMAL	VIGOROUS	LARGE	30
YORKSHIRE TERRIER	DAILY	GENTLE	TOY	5
WELSH CORGI	REGULAR	GENTLE	SMALL	11
COLLIE	EXTENSIVE	VIGOROUS	LARGE	29
DALMATIAN	MINIMAL	VIGOROUS	LARGE	29
BORDER COLLIE	DAILY	VIGOROUS	AVERAGE	20
OLD ENGLISH SHEPDOG	EXTENSIVE	MODERATE	LARGE	30
GERMAN SHEPHERD	DAILY	VIGOROUS	LARGE	43
PEKINGESE	EXTENSIVE	GENTLE	TOY	5
CHIHUAHUA	EXTENSIVE	GENTLE	TOY	3
STAFFORDSHIRE BULL TERRIER	MINIMAL	MODERATE	AVERAGE	17
SAINT BERNARD	DAILY	MODERATE	LARGE	80
WHIPPET	MINIMAL	MODERATE	SMALL	10
BASSET HOUND	DAILY	MODERATE	LARGE	29
WEINARANER	REGULAR	VIGOROUS	LARGE	32
RED SETTER	DAILY	VIGOROUS	LARGE	32
GREYHOUND	MINIMAL	MODERATE	LARGE	29
IRISH WOLFHOUND	DAILY	MODERATE	LARGE	54
CAVALIER KING CHARLES	DAILY	GENTLE	TOY	8

- Sort the database into alphabetical order of BREED.
- Mrs Jones is looking for a TOY dog. Search all records for this size dog and print your results.
- Mr Smith is looking for a dog greater than 25 kg who would require minimal grooming. Print a copy of your results.
- Mrs Davies is looking for a dog that would require moderate exercise and daily grooming. Print out your results for Mrs Davies.
- Print out a copy of all records only showing BREED and WEIGHT fields.

## TASK 2: Word Processing

**“Perfect Paws” is producing a number of information sheets to give to members. Copy the following text:**

Responsible dog ownership is a matter of common sense and courtesy. Remember your dog depends on you and deserves the best care you can provide. You must train your dog from an early age to be well behaved around people and other dogs. All dogs should be taught to obey basic commands and to walk on a leash without pulling.

It is your responsibility to provide regular vet care for your dog. Annual vaccinations and check ups are essential for good health and also to prevent the transmission of diseases to people and other animals. In addition, always keep your animal clean and well groomed. This will not only keep your dog looking good but will also control skin parasites which can lead to health problems that can even be passed on to humans.

After obtaining a puppy you should visit the vet surgeon as soon as possible. Ask your friend to recommend a good vet. At the first visit the vet surgeon will give the puppy a thorough examination to make sure he / she is healthy and a vaccination schedule will be set up for you to follow.

A dog that is well cared for can expect to live for at least 12 years, sometimes more. Unfortunately as dogs age, they become more susceptible to health problems. Here are some tips for caring for older dogs:

Be aware of the first signs of disease and seek advice  
Provide plenty of moderate or gentle exercise  
Create a calm, caring environment for your dog  
Pay attention to your dog’s diet and reduce calories for a less active dog

- (a) Add the heading “Responsible Dog Ownership”. Centre and embolden and write in spaced capitals.
- (b) Fully justify all the text.
- (c) Place a box around the text in the first paragraph.
- (d) The *third* paragraph should have double line spacing.
- (e) Replace the word “vet” with “veterinary”. *Use the computer to do this for you. Do not do it manually! Ask your teacher for a reminder if you need to.*
- (f) Add bullet points to the 4 points at the end of the text.
- (g) Add a suitable piece of clipart to the bottom of the text.
- (h) Save and print your work.

## TASK 3: Letter

Mrs A Price, a local dog lover, has sent “Perfect Paws” a donation of £50 to help cover start-up costs. Her address is 9 Crosswood Meadow, Mayals, Swansea, SA84 3JF. Write a letter to Mrs Price thanking her for the donation and invite her to attend one of the Saturday morning sessions to see how the club is run. Inform her of the time and venue and use the Community Centre’s address in your letter heading.