

BUSINESS AND COMMUNICATION SYSTEMS

Outline Scheme of Work

<i>Year 10 - Term One</i>		
WEEK	THEORY	PRACTICAL
1	Health and Safety	Principles of touchtyping and basic text entry and editing - shift, return, cursor movement
2	Efficient use of resources	Methods of emphasis, headings, editing and spellcheck, proofreading
3	Ergonomics	Margins, linespacing and justification
4	Business objectives	Find and change
5	Business organisation	Cut and paste
6	Office layout	Indenting, enumeration
7	Input devices	Enumeration and bullet points, display
8	Output devices	Display (centring, fonts, styles, borders etc)
9	Storage devices	Correction signs and abbreviations
10	Security of data	Correction signs and abbreviations/file management
11	Data Protection Act	Business letters - layout
12	Application software	Business letters - composition
13	Advantages of Word Processing	Memorandum layout and composition
14	Assessment	Assessment

Notes:

Year 10 - Term Two

WEEK	THEORY	PRACTICAL
15	Job descriptions/specifications	Databases - uses, data capture sheets, files, records, fields and data types
16	Recruitment methods	Creating a database, insert, edit, delete fields
17	Shortlisting, CVs, Application forms	Editing layout and fields: labels, lists, forms
18	Interviews, references	Searching the database
19	Contracts of Employment	Sorting records
20	Advantages/disadvantages of databases	The principles of mail merge
21	Induction training	Graphics - creating and using shapes, fill, using shift with tools to obtain perfect square/circle
22	Training methods	Using a range of line styles, shading and patterns
23	Termination of employment	Adding text to graphics
24	Employment legislation	Using cut, copy, paste, alignment and grouping
25	Employee organisations	Resizing and moving images
26	Comparison of DTP and Word Processing	Borders, exporting graphics into word processing documents, Clipart

Notes:

Year 10 - Term Three

WEEK	THEORY	PRACTICAL
27	Forms of Remuneration	Spreadsheets - uses, designing and creating
28	Advantages/disadvantages of forms of remuneration	Inserting, deleting, resizing columns/rows
29	Gross/net pay, deductions	Formulae - inserting, copying
30	Advantages/disadvantages of spreadsheets	Copying values/formulae, printing formulae
31	The need for good communication	Exporting data
32	Methods of communication - internal and external	Creating charts from spreadsheets
33	Electronic communication	Changing chart formats/use of different types of charts
34	The Internet and e-commerce	Exporting charts to other documents

Notes:

Year 11 - Term One

WEEK	THEORY	PRACTICAL
1	Meetings, video conferencing	Word processing - revision
2	Revision guidelines and techniques	Documents used in meetings: notice, agenda, minutes
3	Revision: the business environment	Page layout: columns
4	Revision: workplace organisation	Headers and footers
5	Revision: workplace organisation	Tabulation
6	Revision: human resources	Tabulation
7	Revision: human resources	Working with prepared files: proofreading, copy and paste from other documents
8	Revision: communication	Advanced databases
9	Revision: communication	Advanced databases
10	Revision: use of ICT in the business environment	Advanced spreadsheets/charts

Notes:

Year 11 - Term Two

WEEK	THEORY	PRACTICAL
11	Revision: use of ICT in the business environment	Advanced spreadsheets/charts
12	Revision	Advanced graphics
13	Revision	Advanced graphics
14	Revision	Mocks - specimen papers
>15	Revision	Remedial programme based on needs identified in mock examination results

Notes: