

Year 11 Overview of Scheme of Work for Business and Communication Systems

Please note that there may be some slight variation on topics taught in which weeks dependent on each class taught

Week	Topic titles	Key Assessments
1	Section 6: Business Environment, Security of data	
2	<ul style="list-style-type: none"> • aims and objectives of business • the criteria for judging the success of a business 	
3	<ul style="list-style-type: none"> • the influence of stakeholders. 	
4	<ul style="list-style-type: none"> • data sources • data input devices 	
5	<ul style="list-style-type: none"> • data storage devices 	
6	<ul style="list-style-type: none"> • data output devices. • methods of protecting data • data protection legislation. 	Section 6: Written assessment
7	Section 7: Business Admin, Workplace organisation	
8	<ul style="list-style-type: none"> • the role of administration 	
9	<ul style="list-style-type: none"> • how administration supports the main business functions • the importance of accuracy in the preparation, storage and retrieval of information 	
10	<ul style="list-style-type: none"> • job roles • routine and non-routine tasks • routine and non-routine decision-making • prioritising and planning. • different kinds of working environment • advantages and disadvantages of different office layouts • impact of modern developments on working practices • ergonomics • sustainability. 	
11	Section 8: Presentations and Communication	
12	<ul style="list-style-type: none"> • uses of applications software • use of local and wide area networks, intranet and the internet. • create slide(s) for a • create transitions and • modify presentations 	Assessments for Section 7 and 8 are replaced with Year 11 trial exams and revision. There will be a computer based practical exam (1.5 hours) and a Written exam (1 hour).
13	<ul style="list-style-type: none"> • create presenter notes • create handouts. 	
14	<i>Controlled Assessment</i>	<i>Controlled assessment will take place in school during lesson times.</i>
15	<i>Controlled Assessment</i>	
16	<i>Controlled Assessment</i>	

17	Controlled Assessment	
18	Controlled Assessment	
19	Controlled Assessment	
20	Controlled Assessment	
21	Controlled Assessment	
22	Controlled Assessment	
23	Controlled Assessment and revision	
24	Controlled Assessment and revision	
25	Controlled Assessment and revision	
26	Revision	
27	Revision	
28	Revision	
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