Computing – Business and Communication Systems GCSE (AQA)

YEAR 9: In year 9, we start the GCSE syllabus which is taught over 2 years with exams in Year 10

TERM 1	TERM 2	TERM 3
Theory: Unit 1 The business environment Unit 2 Business administration Unit 3 The workplace Unit 4 Security of data **Practical:** Graphics Word Processing Desk Top Publishing Spreadsheets & graphs	Unit 5 Recruitment and selection of staff Unit 6 Training and rewarding staff Unit 7 Communication **Practical:** Databases Power Point Slide shows Letters & memos	Unit 8 ICT and business communications Unit 9 The internet and e-commerce Preparation for Controlled assessment Controlled assessment

How we support learning:

- Written and verbal feedback on all assessments including targets for improvement
- Providing more detailed written guidance for lower ability students
- Offering individual teacher support in the classroom as required
- Provide personalised support outside the classroom as necessary
- Higher ability students are provided with extension tasks, which enable them to produce work of a higher standard.

How parents can support learning:

- Provide access to personal computer at home with appropriate software
- Encourage computer use at home
- Support homework activities for other subjects using computer
- Support research and data collection through visiting relevant places of interest and other activities in preparation for Controlled assessment.