

Autumn 1			
Week Commencing	Topic	Extended learning	Assessment
6th September	Intro business solutions project & email skills	Thorough understanding of the project brief	Coursework Portfolio
12th September	Apply basic email features to a given task	Advanced email features e.g. email signature, C.C,B.C.C., out of office response	Coursework Portfolio
19th September	Apply basic email features to a given task	Advanced email features e.g. email signature, C.C,B.C.C., out of office response	Coursework Portfolio
26th September	Apply basic email features to a given task	Advanced email features e.g. email signature, C.C,B.C.C., out of office response	Coursework Portfolio
3rd October	Apply basic email features to a given task	Advanced email features e.g. email signature, C.C,B.C.C., out of office response	Coursework Portfolio
10th October	Sound knowledge of email etiquette	Thorough knowledge of email etiquette (several rules)	Coursework Portfolio
17th October	Sound knowledge of email etiquette	Thorough knowledge of email etiquette (several rules)	Coursework Portfolio (AR1)
Autumn 2			
Week Commencing	Topic	Extended learning	Assessment
1st November	Applying ICT skills to create a corporate logo and house style	Effective application of a range of ICT skills	Coursework Portfolio (AR1)
7th November	Applying ICT skills to create a corporate logo and house style	Effective application of a range of ICT skills	Coursework Portfolio
14th November	Applying ICT skills to create a corporate logo and house style	Fully effective letter meeting all requirements	Coursework Portfolio
21st November	Applying ICT skills to create a corporate logo and house style	Fully effective letter meeting all requirements	Coursework Portfolio
28th November	Applying ICT skills to create a corporate logo and house style	Fully effective letter meeting all requirements	Coursework Portfolio
5th December	Edit a basic database and create simple queries and reports	Produce complex queries and reports fully fit for purpose	Coursework Portfolio
12th December	Edit a basic database and create simple queries and reports	Produce complex queries and reports fully fit for purpose	Coursework Portfolio

Spring 1			
Week Commencing	Topic	Extended learning	Assessment
3rd January	Edit a basic database and create simple queries and reports	Produce complex queries and reports fully fit for purpose	Coursework Portfolio
9th January	Edit a basic database and create simple queries and reports	Produce complex queries and reports fully fit for purpose	Coursework Portfolio
16th January	Searching the internet and recording copy right details	Effective complex searches evidenced and all copyright details recorded	Coursework Portfolio
23rd January	Searching the internet and recording copy right details	Effective complex searches evidenced and all copyright details recorded	Coursework Portfolio(AR2)
30th January	Searching the internet and recording copy right details	Effective complex searches evidenced and all copyright details recorded	Coursework Portfolio(AR2)
6th February	Create a kiosk show for an NEC exhibition	Apply ICT skills effectively (animations, transitions, timings, formatting, housestyle)	Coursework Portfolio
13th February	Create a kiosk show for an NEC exhibition	Apply ICT skills effectively (animations, transitions, timings, formatting, housestyle)	Coursework Portfolio
Spring 2			
Week Commencing	Topic	Extended learning	Assessment
27th February	Create a kiosk show for an NEC exhibition	Apply ICT skills effectively (animations, transitions, timings, formatting, housestyle)	Coursework portfolio
6th March	Create a kiosk show for an NEC exhibition	Apply ICT skills effectively (animations, transitions, timings, formatting, housestyle)	Coursework portfolio
13th March	Introduction to spreadsheets	A wide range of magazine genres researched	Coursework portfolio
20th March	HCA Consultancy Build Up Project	Advanced spreadsheet skills	Coursework portfolio
27th March	HCA Consultancy Build Up Project	Advanced spreadsheet skills	Coursework portfolio
3rd April	Sales and payments spreadsheet solution - formatting and formulas	Advanced spreadsheet skills	Coursework portfolio(AR3)

Summer 1			
Week Commencing	Topic	Extended learning	Assessment
24th April	Sales and payments spreadsheet solution - formulas and formatting	Advanced spreadsheet skills	Coursework portfolio(AR3)
1st May	Sales and payments spreadsheet solution - formulas and formatting	Advanced spreadsheet skills	Coursework portfolio
8th May	Sales and payments spreadsheet solution - formulas and formatting	Advanced spreadsheet skills	Coursework portfolio
15th May	Sales and payments spreadsheet solution - formulas and formatting	Advanced spreadsheet skills	Coursework portfolio
22nd May	Sales and payments spreadsheet solution - exploring different scenarios	Advanced spreadsheet skills	Coursework portfolio
Summer 2			
Week commencing	Topic	Extended learning	Assessment
5th June	Sales and payments spreadsheet solution - exploring different scenarios	Advanced spreadsheet skills	Coursework portfolio
12th June	Sales and payments spreadsheet solution - exploring different scenarios	Advanced spreadsheet skills	Coursework portfolio
19th June	Sales and payments spreadsheet solution - exploring different scenarios	Advanced spreadsheet skills	Coursework portfolio
26th June	Sales and payments spreadsheet solution - exploring different scenarios	Advanced spreadsheet skills	Coursework portfolio(AR4)
3rd July	Strategies for Protecting Data	Wide range of strategies evidenced	Coursework portfolio(AR4)
10th July	Strategies for Protecting Data	Wide range of strategies evidenced	Coursework portfolio
17th July	Portfolio submission	Portfolio submission	Portfolio submission