

S4 Business Management

BUSINESS ENVIRONMENT UNIT
Customer Satisfaction & Objectives
WK2 - Assessment Questions on Business Environment Unit

BUSINESS INFLUENCES UNIT
Stakeholders
Internal Influences
PESTEC
Wk6 - Assessment Questions on Business Influences Topic

MARKETING UNIT

S4 Admin &IT

WORD PROCESSING: Tables, Forms

SPREADSHEETS

DATABASES

THEORY:
Tasks/duties & skills/qualities of the administrative Assistant
Customer Satisfaction
Health & Safety

S3 Business IT

BUSINESS MGT TOPIC:
The Business Environment Unit

IT TOPIC:
Word Processing of headings, Business Letters, Itineraries, Forms, Agendas & Minutes

S3 Computer Science

PYTHON PROGRAMMING - practical skills development

WEBPAGES - practical skills development

COMPUTER SYSTEMS:
Input & Output Devices
Backing Storage Devices
CPU & Main Memory
Binary Numbers

Curriculum Information

Sandwich Junior High School

Term: 1

Teacher: Suzanne Inkster



S1 ICT

File Management

WORD PROCESSING:
Create a timetable in Word
Create a tourist leaflet using Word Template
Business Letterheads in Word

S2 ICT

WORD PROCESSING:
Business Letters
Notices
Tabs
Itineraries

Wk4 - Word Processing Assessment

Key Dates: Assessment/Trips/Visiting Speakers