

(Business Studies) Curriculum Overview 2016 - 2017

	Aut1	Aut2	Spr1	Spr2	Sum1	Sum2
Year 11 GCSE Business Studies	The communication model The purpose of communication The process of communication Barriers to good communication. The effects of good business communication The effects of bad business communication.	Stakeholders Methods of communication with stakeholders. Types of written communication. Types of Electronic Communication. Types of oral communication	The use of images in business. The principles of using word processing skills The value of presentations in business. The use of DTP in Business. The use of video and teleconferencing in business.	Organisational charts and their purpose. The value of e-mail systems. The Internet Business Websites Creating a simple website.	Revision and Examination prep	Revision and Examination prep

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