

Week Commencing	Week	Topic	Evaluation/Comments
06/09/04 13/09/04	1	Induction programme Unit Induction - Explain overview of the syllabus - Explain Assessment Method and Rules - Explain Class rules - Introduce unit website - Register each student for an email address and record it - Ensure each student registers for the unit on line	
20/09/04	2	Numerical tools for data manipulation - <i>Arithmetical calculations</i> : add, subtract, integers	
27/09/04	3	Numerical tools for data manipulation - <i>Arithmetical calculations</i> : multiply and divide integers	
04/10/04	4	Numerical tools for data manipulation - <i>Arithmetical calculations</i> : fractions and decimal quantities	
11/10/04	5	Numerical tools for data manipulation - <i>Logical operators</i> : truth tables	
18/10/04	6	Numerical tools for data manipulation - <i>Logical operators</i> : truth tables	
25/10/04		Autumn Half Term	
01/11/04	7	Numerical tools for data manipulation - <i>Logical operators</i> : Boolean algebra	
08/11/04	8	Numerical tools for data manipulation - <i>Logical operators</i> : Boolean algebra	
15/11/04	9	Numerical tools for data manipulation - <i>Manipulation using tables</i> : frequency tables	
22/11/04	10	Numerical tools for data manipulation - <i>Manipulation using tables</i> : arrays,	
29/11/04	11	Numerical tools for data manipulation - <i>Manipulation using tables</i> : manipulating rows and columns	
06/12/04	12	Numerical tools for data manipulation - <i>Manipulation using tables</i> : storing information in tabular format	
13/12/04	13	Geometrical tools and techniques - <i>Terminology</i> : two and three dimensional figures	
20/12/04 27/12/04 03/01/05		Christmas Holidays (from 22nd Dec) Christmas Holidays Christmas Holidays	
10/01/05	14	Geometrical tools and techniques - <i>Terminology</i> : properties of geometrical figures	
17/01/05	15	Geometrical tools and techniques - <i>Scaling</i> : produce scaled drawings	
24/01/05	16	Geometrical tools and techniques - <i>Elevations</i> : identify geometrical figures from different elevations	
31/01/05	17		End of Semester 1
07/02/05	18	Represent data in graphical formats - <i>Formats</i> : bar, chart, pie and 3D	Start of Semester 2
14/02/05		Winter Half Term	
21/02/05	19	Represent data in graphical formats - <i>Techniques</i> : linear functions,	
28/02/05	20	Represent data in graphical formats - <i>Techniques</i> : determination of the equation of a straight line	
07/03/05	21	Represent data in graphical formats - <i>Techniques</i> : determination of the equation of a straight line	
14/03/05	22	Represent data in graphical formats - <i>Techniques</i> : quadratic functions	
21/03/05 28/03/05		Easter Holidays Easter Holidays	
04/04/05	23	Represent data in graphical formats - <i>Techniques</i> : quadratic equations	
11/04/05	24	Accounting tools and techniques - <i>Accounting concepts</i> : purchase, sales and nominal ledgers, debtors and creditors	
18/04/05	25	Accounting tools and techniques - <i>Accounting concepts</i> : expense and capital accounts	
25/04/05	26	Accounting tools and techniques - <i>Accounting concepts</i> : double entry	
02/05/05	27	Accounting tools and techniques - <i>Documentation</i> : profit and loss account	
09/05/05	28	Accounting tools and techniques - <i>Documentation</i> : trial balance sheet	
16/05/05	29	Accounting tools and techniques - <i>Documentation</i> : balance sheet	
23/05/05	30		
30/05/05		Spring Bank Half Term	

06/06/05	31	
13/06/05	32	
20/06/05	33	
27/06/05	34	End of Semester 2

BTEC Nat Diploma I.T.

Unit 18 - Business Calculations

Scheme of Work - draft version 1

Learning hours: 60

NQF level 3: BTEC National