

Guidance for Delivery of the 'ICT in Retail' Tasks

This document offers guidance only to Centres on the delivery of the suggested tasks for ICT B 1095 / 1995 ICT in Retail.

GCSE ICT B – Starting September 2002.

Lesson 1, 2

Give out Theme :- Retail
New Company called Future Fashions

This project is based on the accounts department of Future Fashions and it's aim is to assist the staff in creating weekly payslips for production staff.

The project will be in 5 major parts:

- The design and creation of the company logo
- The design and creation of a spreadsheet to calculate staff wages
- The design and creation of a standard wage slip
- The use of mail merge techniques to create the individualised payslips
- The creation of a graph / chart to show the production rate for individual workers

The following gives a suggested series of steps to complete these tasks.

- 1) Design a Company Logo for Letter Heads, Wage Slips etc.
- 2) Create a Data Capture Form for all employees
- 3) Complete Form on Computer Data Base
- 4) Transfer on to Spreadsheet
- 5) Put in Formula for wages
- 6) Design Wage Slip
- 7) Use Mail Merge
- 8) Print out sample of wage slips.
- 9) Create a graph of workers
- 10) Write reports

Give out Mark Scheme and reinforce importance of the Reports

Lesson 3, 4

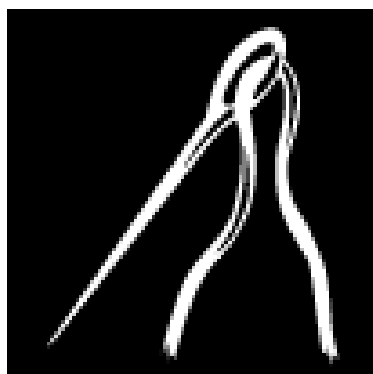
Design and Plan the Logo

Rough Designs

This page will contain the candidates' design thoughts and ideas for the company logo and the slogan.

Printed Design

This page will contain the candidates' printed design for the company logo.



This is a clipart example. The pupil's design needs to be custom designed. A slogan can be added if required.

Lesson 5

Complete Company Logo and fill in Task Evaluation Sheet

Task Evaluation Sheet 1

Task No 1: The Company Logo

How did you create your logo?

What hardware did you use?

What software did you use?

How would you do the task in a different way?

What other hardware or software could you have used?

How well did this task work?

Lesson 6, 7, 8

Design a Data Capture form for all employees

Example of Possible Field Headings

Staff Name	Position	Worked Hours	Pay per Hour	Garments Produced	Garment Piece Rate	Gross Pay	Income Tax	National Insurance	Net Pay
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A possible additional Field Heading could be Department or similar.

What are we using for a database?

Complete data entries on computer: at least 15 records.

Lesson 9

Finish off typing Database & Complete Task Evaluation Form

Task Evaluation Sheet 2

Task No 2: The Database Task

How did you gather the data?

What hardware and software did you use?

Define File, Field and Record.

How would you do the task in a different way?

What other hardware or software could you have used?

How well did this task work?

Lesson 10, 11

Copy and Paste data from Database to Spreadsheet

Create formulas needed for Wage Slips

Check to see if they work.

Lesson 12

Complete Task Evaluation Form

Task Evaluation Sheet 3

Task No 3: The Spreadsheet Task

Describe Copy and Paste?

What hardware and software did you use?

Explain the formulae you used.

How would you do the task in a different way?

What other hardware or software could you have used?


How well did this task work?

Lesson 13, 14

Design and create a standard wage slip

	Future Fashions	
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Payment for Week Ending: 31 July 2002

Name	Post		
Natasha White	Checker		
Hours Worked	Garments Produced		
37	300		
Gross Pay	Income Tax	National Insurance	Net Pay
£215.00	£53.00	£10.50	£151.50


Lesson 15, 16

Insert Field headings for mail merge and print out individualized wage slips.

Include original with Field headings.

	Future Fashions	
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Payment for Week Ending: 31 July 2002

Name «Staff_Name»	Post «Position»		
Hours Worked «Worked_Hours» »	Garments Produced «Garments_Produced» »		
Gross Pay «Gross_Pay»	Income Tax «Income_Tax»	National Insurance «National_Insurance» »	Net Pay «Net_Pay»

Write up Reports

Lessons 17 - 38

AO1

AO1a	Choosing and describing Applications	Max 5 marks
AO1b	Using Hardware	Max 5 marks
AO1c	Using Software	Max 5 marks
AO1d	Inputting Data	Max 5 marks
AO1e	System Output	Max 5 marks

AO1 Maximum marks available **25**

AO2

AO2a	Analysis	Max 5 marks
AO2b	Design, Implementation, Testing	Max 10 marks
AO2c	Evaluation, Application and Effects	Max 5 marks
AO2d	Documentation	Max 5 marks

AO2 Maximum marks available **25**

AO3 Maximum marks available **5**

AO4 Maximum marks available **5**

UNIT 2 Coursework – available marks **60.**

Year 11

Lessons 1 - 15

Create a Website for Future Fashions

Include :

Home Page linked to –

Online Catalogue – linked to different types of design – Hats, Tops, Shoes, Dresses etc.

Advert for Models for Fashion Catwalk – Date, Time etc.

Meet the Designers

Lessons 16 – 28

Update Reports for AO1, AO2, AO3 & AO4.

Deadline for receipt of coursework marks to OCR	
Jan 2003 session	10th January 2003
June 2003 session	15th May 2003