**Business and Communications Systems deadline dates for completed work**. ***October 28th to December 6th 2013***

You have 4 weeks to research, plan and prepare your work for submission. Use the sheets provided to you for assistance as well as the ideas for Museums to visit at weekends. You must print out work when completed by the deadline dates listed below: Good Luck ☺

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| Deadline Dates:  Research and Planning and Work for submission | 28th October to 3rd November | 4th November to 10th November | 11th November to 17th November | 18th November to 24th November | Controlled Assessment week One. 25th November to 29th November | Controlled Assessment week Two. 2nd December to 6thth December |
| Choose your topic – either transport, fashion or toys – Give reasons for your decision | Deadline 3 Nov -  Submit for checking |  |  |  |  |  |
| Visit the appropriate museum that matches your topic choice and make notes and take pictures (if allowed) |  | Deadline 10 Nov - Submit for checking |  |  |  |  |
| Research your topic further online using the handout to help you which includes web addresses. Note down all text books and sources used including we addresses used in your Bibliography |  | Deadline 10 Nov - Submit for checking |  |  |  |  |
| Create your Database about 4 artefacts chosen including validation and data types and field descriptions. Use MS Access 2010 for this. Produce your record cards (A6 size)about these artefacts. Annotate a second copy of these using screenshot evidence and callouts. Refer to teachers notes on Database for further details. |  |  | Deadline 17 Nov - Submit for checking |  |  |  |
| Create your web page about your chosen exhibition. Use Sharepoint Designer 2007 for this. Refer to the Teachers Notes for further sources of information to be included in your bibliography. Annotate a second copy of these using screenshot evidence and callouts. |  |  | Deadline 17 Nov - Submit for checking |  |  |  |
| Create your leaflet. This should two-sided, folded A4 size. Use MS Publisher 2010 for this. Refer to the Teachers Notes for further sources of information to be included in your bibliography. Annotate a second copy of these using screenshot evidence and callouts. |  |  |  | Deadline 24 Nov - Submit for checking |  |  |
| Controlled Assessment completion |  |  |  |  |  | Deadline 6th December 2014 2:40pm |