

Business & Communication Systems

EXAMINING BOARD: AQA

ACCREDITATION: GCSE –Grades A* - G

NATURE OF THE SUBJECT:

Kill two birds with one stone! That's what you would do studying GCSE Business & Communication Systems. This practical course allows you to gain hands on experience of using computers whilst also being able to appreciate business practices.

This course provides you with the opportunity to learn how to use a range of applications software and how these are used effectively in business organisations. Much of the work that you do will be computer based and your skills will be assessed as you go.

COURSE CONTENT:

- **ICT Systems in Business**

This unit introduces students to the importance of business and communication systems which contribute to the success of a business. In particular, students will learn about the following:

- Business Objectives and Environment
- Business Administration
- Workplace Organisation
- Health & Safety at Work
- ICT Data Systems
- Methods of ICT Security
- Human Resources
- Communication Systems
- Internet & E-Commerce

- **Using ICT in Business**

This unit introduces candidates to a range of software applications used to support each function of a business. It helps students to understand how a business can use software to capture, store, retrieve and analyse data so as to meet its requirements. In particular students will learn about the following:

- Use of software applications in Business
- Word Processing & DTP Software
- Spreadsheet Software
- Database Software
- Graphics Software
- Presentation Software
- Web Authoring Software

ASSESSMENT:

You will be assessed in three ways on this course:

Written Examination Paper	1 hour	40%
Computer Based Examination Paper	1½ hours	35%
Controlled Assessment		25%

WHO IS SUITABLE FOR THIS COURSE ?:

This course is ideal for those students who have an interest in computers and/or business and wish to combine the inter-related disciplines. It will provide pupils studying the course with invaluable skills in using computers and is an ideal stepping stone to studying Business/ICT in the Sixth Form/College/University.

FURTHER INFORMATION:

Please see: Mr Budgen