

Introduction to GCSE Business and Communication Systems

Why study Business and Communication Systems?

GCSE Business and Communication Systems is a practical introduction to ICT and business systems. It will help you to gain skills which will be useful in further study and in your personal life. These skills will help in jobs in many different areas, including business administration, and in any job which involves using ICT or dealing with people.

You will study:

- * Applications of ICT;
- * Business practice;
- * People in the workplace;
- * Communication;
- * How the law protects people at work.

You will learn:

- * How to prepare business documents e.g. letters, reports, leaflets;
- * How to use software: word processing, mailmerge, database, spreadsheet, graphics, email, Internet browser;
- * How to use ICT and business equipment;
- * How business and communication systems are used in the workplace.

Assessment:

There is a choice between two levels of entry: Foundation and Higher. At Foundation level (Paper 1) the grades available are G to C and at Higher level (Paper 2) the grades available are D to A*. There are two aspects to your assessment: you will take a written paper (Paper 1 or 2) and complete coursework.

Coursework (25 – 30 hours)

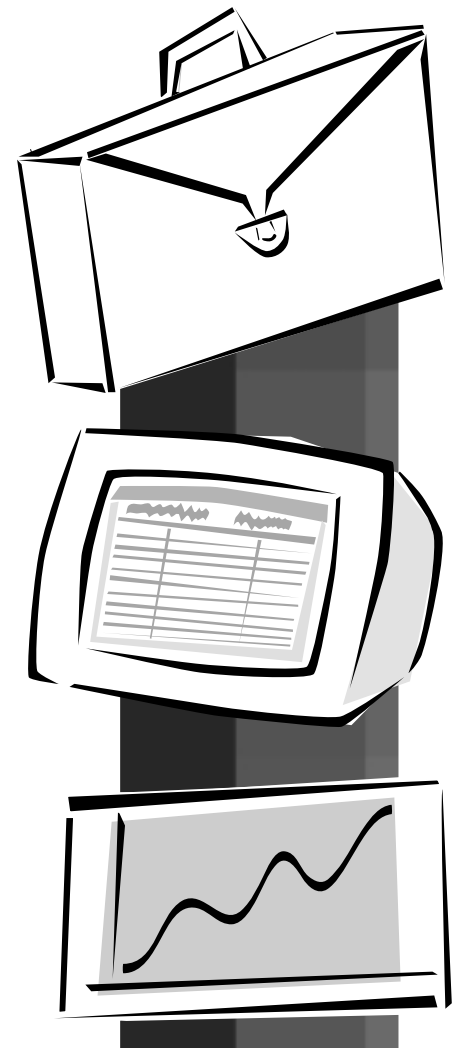
This will be worth 40% of your overall result. You will use a variety of software to carry out a number of realistic tasks based around a business organisation. The tasks include designing a logo and a form, using the form to collect data which is entered in a database, composing an email and a mailmerge letter, designing a website, and writing a short report.

Paper 1 (1 hour 45 minutes)

You will answer ten questions based on a scenario about a business. Some questions will need short answers only and some will need longer pieces of writing.

Paper 2 (2 hours)

You will answer ten questions based on a scenario about a business. Some questions will need short answers only and some will need longer pieces of writing.



GCSE

