



# Business & Communication Systems

## Qualification

**AQA GCSE in Business and Communication Systems**

## Objectives

This course introduces to you the importance of business and communication systems in the success of businesses – it is a mixture of ICT and Business Studies. In particular, you will learn how businesses operate and communicate using a variety of software packages and you will become very proficient in their use. You will be able to learn in a very practical and realistic way and you will be well prepared for further study and the world of work.

## Overview

This course is suitable for you if you want access to a wide range of careers and further education opportunities in either Business Studies or ICT related subjects.

## Skills

You need to be hard-working and self-motivated as well as having a sound knowledge of different types of ICT software. You need to be able to work in a variety of different ways and use your initiative in order to solve business problems.

## Course Content

There are three units including ICT Systems in Business, Using ICT in Business and Investigating ICT in Business. The content of the first two units will also involve the study of:

- Business Environment and Administration.
- Workplace Organisation, Health and Safety at Work.
- ICT Data Systems in Business.
- Security of Data.
- Recruitment and Selection of Staff as well as Training and Rewards.
- Employment Rights and Responsibilities.
- Communication Methods and Systems.
- The Internet and E-Commerce as well as the Selection and Use of Appropriate Software for Business Purposes.

The last unit is a Controlled Assessment Task set by the Examination Board.

## Assessment

Written paper (40% of the final grade).

Practical computer based examination (35% of the final grade).

Controlled computer based assessment (25% of the final grade).

**Coursework**

**25%**

**i** For more information about Business and Communication Systems please contact Mrs Eldridge