

GCSE BUSINESS AND COMMUNICATION SYSTEMS

Course Outline

When students reach Key Stage 4 they will have the opportunity to select to study GCSE Business and Communication Systems. The best reason to choose this GCSE is because a student enjoys finding out about the topics covered. However, the course can also provide a useful background to business management. It can help in the understanding of the core subjects - such as business, economics and law - which may be studied later at college or university.

Course Content

In Year 10 students will study “Unit 8 - ICT Systems in Business”. This unit covers:

- **Administration:** Students learn about the importance of business and communication systems which add to the business success. Students will consider how ICT affects how people work. Students will also consider not only the benefits of ICT, but also the potential risks relating to the health and safety and the security of data.
- **Human Resources:** Students learn about the importance of people in helping businesses achieve their objectives with a focus on recruitment, rewarding staff, and providing a safe working environment.
- **Communication:** Students learn about the structure and importance of communication systems in meeting the aims and objectives of business.

In Year 11 students will study “Unit 9 - Using ICT in Business” and “Unit 10 - Investigating ICT in Business”. These units focus on developing ICT skills required in the business environment and are broken down as follows:

- **Unit 9 - Using ICT in Business:** Students learn about a range of software applications used to support each function of a business, focusing on how a business can use software to advertise, capture, store, retrieve, present and analyse data.
- **Unit 10 - Investigating ICT in Business:** This assesses the subject content from “Unit 9 - Using ICT in Business”. Students are expected to carry out research based activities and create business publications under controlled conditions.

UNIT	ASSESSMENT	PERCENTAGE (%)
8	1 hour written exam paper (Year 10)	40%
9	1 hour 30 minute computer based exam (Year 11)	35%
10	Controlled assessment task (Year 11)	25%

Parental Support

We encourage parents to help students achieve their goals through homework and revision and providing the facilities for them to continue their learning at home. A dialogue between teachers and parents is also welcome and parents are encouraged to contact individual teachers to discuss issues relating to their child’s progress in this subject.