



Rewarding Learning

# GCSE Business and Communication Systems

STUDENT  
GUIDE



# INTRODUCTION

Studying Business and Communication Systems will engage you in the study of business and digital technology and develop your practical skills in using software applications. You will have the opportunity to explore the changing role of digital technology in business and economic activities.

This specification will help you to develop a lifelong interest in and enjoyment of business subjects, while being inspired, moved and changed by following an exciting, enjoyable and worthwhile course.

## WHY STUDY BUSINESS AND COMMUNICATION SYSTEMS?

In studying this course you will:

- study business activity and how ICT has changed the business environment;
- develop as an effective and independent thinker with an enquiring mind;
- have the opportunity to develop valuable practical ICT skills in a business context; and
- use software applications to develop digital solutions to enhance business activities.

## UNIQUE FEATURES OF THIS QUALIFICATION?

Unit 3 of the specification (controlled assessment) has a new title: Developing Digital Solutions. There is the opportunity to make use of the skills developed in Unit 1 and Unit 2 as well as the opportunity to plan and develop a digital solution for business.



# WHAT WILL I STUDY?\*

UNIT	AREAS OF STUDY
<b>Unit 1:</b> <b>Software Applications for Business</b>	<p>You will study file management and the use of common applications such as word processing, spreadsheets, databases, web authoring, web browsing, email and presentation software.</p> <p>This unit is assessed in a 2 hour computer-based examination that is worth 40% of the overall GCSE qualification.</p>
<b>Unit 2:</b> <b>The Business Environment</b>	<p>You will study recruitment, selection, training and marketing as well as the implications of digital technology for business. In the context of the changing nature of business, you will consider different roles, including stakeholders and customers, and how best to communicate.</p> <p>This unit is assessed in a 1 hour external written examination that is worth 35% of the overall GCSE qualification.</p>
<b>Unit 3:</b> <b>Developing Digital Solutions</b>	<p>You will learn how to plan and develop a digital solution for a business through the use of software applications, planning and research.</p> <p>This unit is assessed by a controlled assessment task (marked by the teacher and moderated by us) that is worth 25% of the overall GCSE qualification.</p>

\*The information in this table is still subject to regulatory approval.



Unit 1  
**Software Applications for Business**  
 40%



Unit 2  
**The Business Environment**  
 35%



Unit 3  
**Developing Digital Solutions**  
 25%

# WHAT CROSS-CURRICULAR SKILLS, THINKING SKILLS AND PERSONAL CAPABILITIES WILL I DEVELOP?



Through this course you will:

- improve communication skills by learning how to write reports, give presentations, and participate in discussions, debates and interviews;
- apply mathematical concepts to problem-solving strategies, and interpret, analyse and present data in a range of simulated and real-life contexts;
- use ICT in a wide range of contexts to access, manage, select and present information;
- develop your planning, time management and self-evaluation skills;
- learn from others through discussion, group work and shared tasks; and
- increase your use of critical analysis, learn to express ideas and opinions, and make decisions and be able to justify them.

# WHAT CAN I DO WITH A QUALIFICATION IN BUSINESS AND COMMUNICATION SYSTEMS?

Studying this subject will provide you with the knowledge of business and the use of software applications that will give you a sound basis as a future employee or employer. It can lead to further study or a career, for example in a business environment, research or ICT.



