

GCSE Business & Communication System
Examination Board: AQA
Examination Board Code: 4130

Course Overview 2009-10

The three unit GCSE Business and Communication Systems course combines the studying of ICT with business environment, workplace organisation, human resources, communication and computer applications. **'ICT Systems in Business'** (written paper) introduces students to the importance of ICT in business, in particular looking at how ICT communication systems contribute to business success. **'Using ICT in Business'** (Computer based examination) involves students using and developing a range of software applications, namely web site design, graphics and spreadsheets. **'Investigating ICT in Business'** involves the assessment of the subject content in the 'Using ICT in Business' unit. Students will sit the 'Investigating ICT in Business' assessment under controlled conditions.

Course Overview

ICT SYSTEMS IN BUSINESS

1 ADMINISTRATION

- 1.1 The Business Environment
- 1.2 Business Administration
- 1.3 Workplace Organisation
- 1.4 Health and Safety at Work
- 1.5 ICT Data Systems in Business
- 1.6 Security of Data

2 HUMAN RESOURCES

- 2.1 Recruitment and Selection
- 2.2 Training
- 2.3 Rewarding Staff
- 2.4 Employment Rights and Responsibilities

3 COMMUNICATION

- 3.1 The Purpose of Communication
- 3.2 Communication Systems
- 3.2 The Importance of ICT in Business Communications
- 3.3 The Internet and E-Commerce

Course Overview

USING ICT IN BUSINESS

Selection and Use of Appropriate Software for Business Purposes

This unit introduces candidates to a range of software applications used to support each function of a business.

Using Appropriate Software:

- Word Processing

create a range of documents for business purposes; use a range of fonts and page layouts; use a range of graphics; combine text and graphics.

- Spreadsheets

create spreadsheets for business purposes; manipulate data; use single and multiple (linked) sheets to create tables; key in labels, values, formulae and functions; create and apply validation rules; use conditional formatting; create charts.

- Databases

design and create appropriate data capture forms; design and create database tables; sort records using single or multiple criteria; search records using single or multiple criteria; filter records data and create reports.

- Graphics

create graphics; edit graphics; combine text and graphics.

- Presentation Software

create slide(s) for a business presentation; create transitions and animations; modify presentations; create presenter notes; create handouts.

- Web Authoring

create a business web page; animate text; create hyperlinks.

Course Overview

INVESTIGATING ICT IN BUSINESS

This unit is a controlled assessment and assesses the subject content in the unit 'Using ICT in Business'. The work must be each student's own individual response, produced under controlled conditions.

Task Setting

All controlled assessment tasks will be set by the exam board.

Task Taking

Research and Planning

Five to eight hours will be allocated for students to undertake research.

During the research and planning phase, teachers will provide feedback to individual students to support them in their learning - this assistance must be recorded.

Final Presentation

Students will spend between three to four hours writing up their findings and producing the necessary document(s) or material.

Course Schedule

Course Schedule	Key Assessments
<p><u>PLEASE REFER TO THE COURSE OVERVIEW FOR AN OUTLINE OF THE UNIT TOPICS</u></p>	
<p><u>YEAR TEN</u> Autumn Term ADMINISTRATION</p>	Secure it Safe Exercise; Freshco Supermarket
HUMAN RESOURCES	Cute & Cuddly (Teddy Bears) Ltd - recruitment exercise; Employment Protection audit
<p>Spring Term WORD PROCESSING</p>	British Loose Leaf; Messrs Symonds & Sons solicitors; John Okino recruitment activity
SPREADSHEETS	Paperpunch; Chameleon Mail Order; British Loose leaf expenses activity

Course Schedule	Key Assessments
<p><u>YEAR TEN</u> Summer Term DATABASES</p> <p>GRAPHICS</p>	<p>Badminton Club database; Jigsaw Puzzle database; Cheshire Zoo data collection</p> <p>Student Times poster design; Sandford Textiles advertising campaign</p>
<p><u>YEAR ELEVEN</u> Autumn Term PRESENTATION SOFTWARE</p> <p>WEB AUTHORING</p> <p>Spring Term Controlled Assessment – Investigating ICT in Business</p>	<p>3g group activity – planning and research that contributes towards a final group presentation</p> <p>Research and analysis of a chosen website; Website creation, that includes:</p> <ul style="list-style-type: none"> - guide to implementation - student presentation <p>Key assessments relate to the exam board pre-released task.</p> <p>[First half term – revisiting databases; word processing; spreadsheets and graphics]</p> <p>[second half term – student research, preparation and work submission]</p>
<p>Summer Term COMMUNICATION</p> <p>REVISION</p>	<p>Palmer Sixth Form College; Walpole Safety Committee meeting; Panes window company performance report</p>