"the **best** that you can be"

So why choose Business and Communication Systems?

Business Communication Systems is the course for you, if you want ...
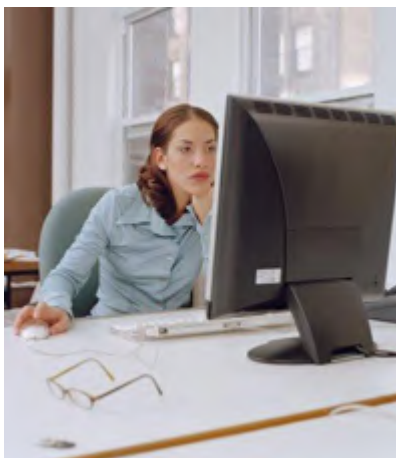
to learn skills that will be useful later in your studies or career.

to study a course with minimal coursework.

35% practical exam

to learn about the use of ICT in Business.

More than just databases...

Enjoy practical lessons, learning new skills whilst using the computers.

STET FORTUNA DOMUS

DONORUM DEI DISPENSATIO FIDELIS

GCSE Business and Communication Systems
AQA GCSE 4130
http://www.aqa.org.uk/qual/gcse/bus_com.html

For more information about the course contact:
Darren Wise Director of ICT
E-mail: dw@harrowschool.ac.th
Gary Owen Head of ICT
E-mail: gary_o@harrowschool.ac.th

STET FORTUNA DOMUS

HARROW
INTERNATIONAL SCHOOL

DONORUM DEI DISPENSATIO FIDELIS

Are we now scared about the implementation of these new technologies?

I C T   D E P A R T M E N T

The ICT course with a Business Focus!!!

GCSE Business and Communication Systems

GCSE Business and Communication Systems

GCSE Business and Communication Systems introduces pupils to various aspects of the world of business and encourages them to consider the impact of the business environment, workplace organisation, human resources management and effective communication on the running of a business. Students also look at legal considerations such as equal opportunities and employment rights.

In recognition of the rapid advances in the use of ICT pupils will acquire useful practical skills in a wide range of computer

A new course for a new Business environment.

applications including word processing, spreadsheets, databases and desk-top publishing within a business context.

The subject will build a foundation of knowledge, understanding and skills in ICT and Business.

Areas of Study

Business Environment

- aims and objectives in business

- wishes /interests of business stake holders

Workplace Organisation
- health and safety issues

- different types of working environment, e.g. open plan

- Modern developments e.g. flexible working

ICT in the Business Environment
- storage and retrieval of information

- ergonomics

- data security

- provision and control of stationery and the evaluation of manual and electronic storage.

- monetary transactions e.g. cheques, BACS

- reception - its function and layout and duties and responsibilities at reception.

- the provision of reprographic services

Human Resources
- recruitment, induction and training

- job specifications, job descriptions and contracts of employment

- redundancy, disciplinary, dismissal, retirement

- forms of remuneration, including fringe benefits and job satisfaction

employment rights and responsibilities

Communication
- the benefits of communication systems

- effects of poor communication,

- purpose and composition of different types of communication, verbal, written, electronic

ICT Skills

Computer Applications in the Business Environment:
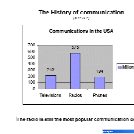
File Management;

Word processing;

Spreadsheets;

Charts;

Databases;

Graphics and Clipart;

Composition.

Web authoring

Assessment

Theory Paper (40%)

Short answer test with some extended writing covering all aspects of the subject content.

Coursework (25%)

Practical Paper (35%)

The practical paper is taken using a computer. It will consist of four to seven compulsory practical tasks.