



Carleton Community High School

A Specialist Science with Mathematics School



AQA Business & Communication Systems

This GCSE course will introduce learners to various aspects of the world of business and encourage them to consider the impact of the business environment, workplace, organisation, human resource management and effective communication in the running of businesses.

Areas Studied

Unit 8 - ICT Systems in Business

This unit introduces candidates to the importance of business, and communication systems which contribute to the success of a business in achieving its objectives. In particular, candidates will consider how ICT systems affect the way people work and how they can potentially improve communication both internally and externally. Candidates will be encouraged to consider not only the benefits of ICT in the workplace, but also the potential risks relating to the health and safety of staff and the security of data. Learners will acquire useful practical skills in a wide range of computer applications in business contexts.

Unit 9 - Using ICT in Business

This unit introduces candidates to a range of software applications used to support each function of a business. It helps candidates to understand how a business can use software to capture, store, retrieve and analyse data in order to meet its requirements.

Unit 10 - Investigating ICT in Business

This unit is a controlled assessment and candidates undertake a case study of a business considering its needs and market position. The learners research the type of business in the case study and its potential competitors and create a presentation to show their findings. The learner's produce a report for the company advising them of what improvements can be made. They then produce designs for advertising material and a website to market their findings to the public.

Scheme of Assessment

The Scheme of Assessment is comprised of three components:

Unit 8 Theory Paper ICT Systems in Business Written Paper (1 hour) 60 marks / 40% June 2015

Unit 9 Using ICT in Business Practical Exam Paper (1 hour 30 minutes) 60 marks / 35% May 2015

Unit 10 Investigating ICT in Business Controlled Assessment 60 marks / 25% September 2014

Controlled Assessments

The controls for taking the task have been designed to ensure that the task is done by the candidate and is all their own work. Research and preparation may be done outside the centre and materials brought in to refer to during the controlled sessions (both electronic and hard copy). However, teachers must inspect them and be satisfied that the work is the candidates' own. All research materials must be placed in the candidates' submission folders.

Once the work is complete it is then marked by the student's teacher and the marks submitted to the exam board. The marks for each of the units are only available when the GCSE examination results are published in August. Essentially the students need to treat the Controlled Assessment times as exams.

Learners can be entered at the Foundation Level (grade C-G) or the Higher Level (grade A*-D).

Homework

Individual study and the ability to develop new skills are essential requirements of modern employers.

The Business course includes projects and work that will require work to be completed outside of lessons.

What can parents do to help in this subject?

- Encourage your child to practice their ICT skills so that they are able to apply them to familiar and unfamiliar situations. Encourage the production of a high standard of work through the consideration of layout, formatting and audience.
- Encourage your child to proof read their work, checking the content and layout before printing and submitting. Encourage your child to submit all work on time and catch up on all work missed as a result of absence at lunchtime and afterschool sessions.
- Ensure that a backup of their Business work is made by saving it to a home computer, the school computer and a memory device, such as a memory stick.