

BUSINESS & COMMUNICATIONS SYSTEMS



Subject Content

- Effective use of keyboard.
- Effective document layout including database/spreadsheets.
- Legislation affecting the workplace including Health & Safety and Employment Acts: Business Environment and day to day running of an office.

Assessment

- 40% of the marks are based on a written exam lasting one hour. This is on the theoretical aspect of this GCSE.
- 35% of the marks are based on a 1.5 hour exam which tests work taught on the practical based content.
- Controlled Assessment over a 12 hour period makes up 25% of the course.

Skills Developed

- Pupils will develop keyboard skills.
- Pupils will develop communication skills through their oral and written feedback of homestudy tasks.
- Pupils will develop numeracy skills by creating and analysing spreadsheets and graphs and interrogating database.
- Pupils will develop cognitive skills through independent learning and decision making.
- Pupils will know how to create a web site; prepare a mail shot and use presentation software.

Extra Curricular Activities and Clubs

Help is available for homestudy in Room 47.

Differentiation

This will be achieved in practical work by giving students opportunities to select and complete work according to their level of ability. A range of tasks are provided for students to assist them with homestudy tasks.

Provision for Gifted and Talented

Extension work is given in theory tasks.

Equipment needed

Everything is supplied.

Useful Internet Websites

www.iw-chameleon.co.uk
www.teach-ict.com