



GCSE Business & Communication Systems

One year course.

Students will combine this course with up to five other GCSEs.

This GCSE in Business & Communication Systems will enable students to acquire a knowledge and understanding of business office environments and how they are organised. It will also focus on the use of specific office computer applications including word processing, databases and spreadsheets.

Requirements:

The College minimum to start a GCSE course is four GCSEs at grade D or above.

This subject will focus on:

- aspects of office organisation;
- applications of computers in an office environment;
- applying software to solve office related problems in context;
- effective English communication skills to solve business problems;
- selection, presentation and interpretation of data; and
- health and safety in an office environment.

You can expect to:

- develop knowledge, understanding and skills to assist in further study and future employment within a business organisation;
- use computers and software to produce accurate documents; and
- analyse and evaluate the effectiveness and appropriateness of processes and outcomes.

Method of assessment:

Assessment is by examination.

Progression:

You may be able to progress on to AS level courses or BTEC National Certificate/Diploma programmes. Many students have successfully progressed on to other courses.