



GCSE Business and Communication Systems

One year course.

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

This GCSE in Business and 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. A good standard of written communication is required. The student will also be expected to meet the Average Points Score for this subject.

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 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 examinations only, one practical and one theory paper. Hardworking students will get the chance to be entered for the higher tier paper

Progression:

You may be able to progress on to AS Level courses or BTEC Extended Diploma and National Diploma courses. Many students have successfully progressed on to other courses.

Student Success at Havering Sixth Form College:

In 2009 a high percentage of students achieved a grade C or above.