BUSINESS AND COMMUNICATION STUDIES (BCS)
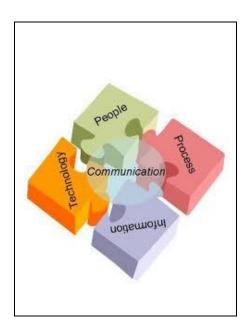
Introduction

A subject that gives students the skills useful in a diverse range of employment industries and sectors, emphasising the use of practical ICT – the world we live in today!

It will help students to:

- Develop a lifelong interest in and enjoyment of business subjects that could potentially lead to related further study and employment
- Develop skills and understanding in the use of software applications and how to apply them to enhance business through digital solutions
- Understand how business is changing because of digital technology

What will it be like?

Students will consider:

- The importance of ICT within a business
- Learn practically how to use various software applications to support business, including presentation work and website design
- Gain an understanding, particularly through e-commerce
- Understand the changing role of ICT in business and economic activities

Assessment

Three Units over 2 years:

- Unit 1 Software Applications for Businesses – 2 hrs practical exam (3 tasks) (40%)
- Unit 2 The Business Environment – 1 Hr written exam (short question style) (35%)
- Unit 3 Developing Digital Solutions – Controlled Assessment (25%)

Career Progression

This subject provides practical understanding of the world of work using ICT. BCS can lead to **any career** since all workplaces need a good knowledge of ICT. For example:

Civil Service	Administrative Assistant
Web Design	Business Advisor
Help Desk Operator	Legal Secretary
Telecommunication Engineer	Receptionist
Hotel Manager	Sales Manager