

Year 11 GCSE Business & Communication Systems



Revision Checklist

SUBJECT	BUSINESS & COMMUNICATION SYSTEMS
<u>Examination Unit Title</u>	Unit 1: Software Applications for Business
<u>Examination Board</u>	CCEA
<u>Examination Date</u>	19 th - 23 rd May 2025 (TBC)
<u>Examination Length</u>	2 hours
<u>Marks available</u>	100
<u>What learners need to know</u> <u>Topics to revise</u>	<ul style="list-style-type: none">• Word Processing Software• Spreadsheet Software• Database Software• Presentation Software• Web Authorising Software• Web Browsing Software
<u>Specification</u>	https://ccea.org.uk/downloads/docs/Specifications
<u>Departmental Resources to support revision</u>	<ul style="list-style-type: none">- Topic Booklets- Model answer questions (Posters/Application Form/Letter Layout)
<u>Past Paper Questions and Mark Schemes</u>	https://ccea.org.uk/key-stage-4/gcse/subjects/gcse-business-communication-systems-2017/past-papers-mark-schemes