



Business and Communication Systems (GCSE)



Welcome to the Business and Communication Systems Therapies. Please follow the links in the Therapy section below to access the resources.

The areas of development are:	Therapy
<ul style="list-style-type: none"> understanding different aspects of the business environment, considering the difference between business aims and objectives, measuring success of a business and stating the importance of stakeholders 	<ul style="list-style-type: none"> CGP Business Communication Systems book: Business Environment, pages 1-10 BBC Bitesize Website: Aims and Objectives BBC Bitesize Website: Stakeholders
<ul style="list-style-type: none"> understanding how administration supports the smooth running of a business and the importance of business planning 	<ul style="list-style-type: none"> CGP Business Communication Systems book: Administration, page 18
<ul style="list-style-type: none"> identifying different kinds of working environments and understanding the advantages and disadvantages of different office layouts 	<ul style="list-style-type: none"> CGP Business Communication Systems book: Modern Workplace techniques, page 22
<ul style="list-style-type: none"> understanding the advantages and disadvantages of workplace organisation within a business; how modern workplace techniques have been developed into business practices 	<ul style="list-style-type: none"> CGP Business Communication Systems book: Health and Safety in the Workplace, page 32
<ul style="list-style-type: none"> describing different methods of data protection and the legislation that surrounds this 	<ul style="list-style-type: none"> CGP Business Communication Systems book: Recruitment in the Workplace, pages 25-26 BBC Bitesize Website: Recruitment
<ul style="list-style-type: none"> understanding recruitment and selection processes including contracts of employment, internal and external methods and the importance of a job description and person specification 	<ul style="list-style-type: none"> CGP Business Communication Systems book: Employment Contract, page 27
<ul style="list-style-type: none"> recognising the different types of training a business can offer to their employees as well as the advantages and disadvantages 	<ul style="list-style-type: none"> CGP Business Communication Systems book: Training Employees in the Workplace, page 28
<ul style="list-style-type: none"> identifying the different ways a business can reward their employees and the benefits it has on a business progression 	<ul style="list-style-type: none"> CGP Business Communication Systems book: Rewarding Employees in the Workplace, page 29
<ul style="list-style-type: none"> explaining the different ways a business can communicate with their stakeholders and the barriers to communication they can face 	<ul style="list-style-type: none"> CGP Business Communication Systems book: Communication in the Workplace, pages 44-55 BBC Bitesize Website: Communication

- explaining the purpose of e-commerce, its benefits and associated risks

- CGP Business Communication Systems book: Advantages and Disadvantages of E-Commerce, pages 57 -63

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