GROUP 5 - CREATIVE, TECHNICAL AND VOCATIONAL

Business Studies (0450)

Content Overview

1. Understanding business activity

This section introduces the underlying ideas and concepts of business and includes the purpose and nature of business activity and how businesses can be classified. Enterprise and entrepreneurs, and why some businesses grow while others remain small are further important issues. How business size can be measured, types of business organisation, business objectives and stakeholder objectives are the concluding topics.

2. People in business

The focus is the functional area of human resources and includes the importance and methods of motivating a workforce. How businesses are organised and managed and the methods of recruitment, selection and training of employees are also considered. Finally, the section covers the importance and methods of effective internal and external communication.

3. Marketing

This section includes the role of marketing, the distinctions between niche and mass markets and the techniques of market segmentation. The methods and importance of market research are covered. The central role of the marketing mix, i.e. the four Ps, is made clear. Marketing strategies to influence consumer decisions at home and in new foreign markets are the final topics in this section.

4. Operations management

The focus is the functional area of production and includes the meaning and methods of production and how productivity can be increased. The different costs of production and break-even analysis are covered. The section concludes with the importance and methods of achieving quality in the production process and location decisions of businesses.

5. Financial information and decisions

This finance and accounting section covers the need for and sources of business finance, cash-flow forecasting and working capital. Simple income statements are covered as well as statements of financial position and the analysis of accounts including why and how accounts are used.

6. External influences on business activity

This section focuses on different external influences on business activity and how these impact on a business. It includes government influences on economic, environmental and ethical issues and how they impact on the functional areas of businesses. In addition, the international economy including globalisation and its effects on businesses and governments, multinational businesses and exchange rates are important issues.

Legal constraints are an external influence to be considered but these influences are covered in the relevant functional areas above, as well as in this last section.

Assessment Overview

All candidates take two papers. These candidates will be eligible for grades A* to E.

Information and Communication Technology (0417)

Content Overview

1. Types and components of computer systems

2. Input and output devices

3. Storage devices and media

4. Networks and the effects of using them

5. The effects of using IT

6. ICT applications

7. The systems life cycle

8. Safety and security

9. Audience

10. Communication

11. File management

12. Images

13. Layout

14. Styles

15. Proofing

16. Graphs and charts

17. Document production

18. Data manipulation

19. Presentations

20. Data analysis

21. Website authoring

Assessment Overview

All candidates take three papers. These candidates will be eligible for grades A* to E.

Drama (0411)

Content Overview

Through practical and theoretical study, learners develop an understanding and enjoyment of drama, developing group and individual skills and studying ways to communicate ideas and feelings to an audience.

Candidates work with:

- extended extracts from published plays
- stimuli (short titles, poems, pictures, songs, historical events, stories) for devising dramatic pieces
- their own choice of dramatic repertoire
- dramatic material of their own devising Learners develop their individual and group performance skills, the demonstration of which forms part of the final assessment.

Assessment Overview

All candidates take two components.

Paper-1 is externally assessed.

Paper-2 is internally assessed and externally moderated.

Computer Science (0478)

Content Overview

Section 1
Theory of computer science

1.1 Data representation

1.1.1 Binary systems

1.1.2 Hexadecimal

1.1.3 Data storage

1.2 Communication and Internet technologies

1.2.1 Data transmission

1.2.2 Security aspects

1.2.3 Internet principles of operation

1.3 Hardware and software

1.3.1 Logic gates

1.3.2 Computer architecture and the fetch-execute cycle

1.3.3 Input devices

1.3.4 Output devices

1.3.5 Memory, storage devices and media

1.3.6 Operating systems

1.3.7 High- and low-level languages and their translators

1.4 Security

1.5 Ethics

Section 2
Practical problem-solving and programming

2.1 Algorithm design and problem-solving

2.1.1 Problem-solving and design

2.1.2 Pseudocode and flowcharts

2.2 Programming

2.2.1 Programming concepts

2.2.2 Data structures; arrays

2.3 Databases

Assessment Overview

All candidates take two papers.

Grading is A* to E

The pre-release material for Paper 2 Problem-solving and Programming is made available to Centers shortly after the estimated entries deadline for the June and November examinations.