

## Sixth Form Subject Information

# Business Studies



<b>Qualification</b>	OCR Technical Extended Certificate Level 3	
<b>Exam Board</b>	OCR	
<b>Course Leader</b>	Mrs Curran / Miss Kirk	
<b>Course summary</b>	This course is designed to give students the opportunity to study many of the aspects involved in setting up and running a business. This is done through investigative work based on real life business examples	
<b>What will students learn?</b>	<b>Year 12 content</b>	<p><b>Unit 1 – The Business Environment (120GLH)</b></p> <ul style="list-style-type: none"> <li>• Aims and objectives</li> <li>• Functions, organisation and structure</li> <li>• Finance</li> <li>• Stakeholders</li> <li>• The external environment</li> </ul> <p><b>Unit 11 – Accounting Concepts (60 GLH)</b></p> <ul style="list-style-type: none"> <li>• Purpose of accounting and the accounting equation</li> <li>• Financial documents and recording financial transactions</li> <li>• Accounting concepts</li> </ul>
	<b>Year 13 content</b>	<p><b>Unit 2 – Working in Business (60 GLH)</b></p> <ul style="list-style-type: none"> <li>• Business protocols</li> <li>• Business meetings</li> <li>• Business documents</li> <li>• Communicating with stakeholders</li> <li>• Prioritising business tasks</li> </ul> <p><b>Unit 4 – Customers and Communication (60 GLH)</b></p> <ul style="list-style-type: none"> <li>• Customers and their importance to the business</li> <li>• Customer service and communication</li> <li>• Written, verbal and non-verbal communication</li> <li>• Communication constraints and issues</li> </ul> <p><b>Unit 16 – Principles of Project Management (60 GLH)</b></p> <ul style="list-style-type: none"> <li>• Skills and stages of project management</li> <li>• Prepare a project plan</li> <li>• Monitor a project plan</li> </ul>
<b>How will students be assessed?</b>	Units 1 and 2 are externally assessed via examination (January) All other units are Coursework internally assessed units Grades are issued at Pass, Merit and Distinction and Distinction* levels.	
<b>Differentiation</b>	Students can target specific tasks to achieve their expected grade on every piece of coursework. This allows them to concentrate on a task that is suitable to their level of ability and also challenge themselves to achieve higher than expected	

**Resources**

Most resources are based around the companies that are selected for study that year, however the following sites are always good resources for theoretical work:

[www.tutor2U.com](http://www.tutor2U.com)

[www.bized.co.uk](http://www.bized.co.uk)

We do not require students to have a text book , however the Business Studies text book can be purchased for Cambridge Technicals Level 3 Business by Bayley, Tullett, Wainwright & Oliver (Hodder Education)