

Year 13 Business Studies OCR level 3 extended certificate Curriculum

| | AUT1 | AUT2 | SPR1 | SPR2 | SUM1 | SUM2 |
|---------------------------|--|------|--|------|--|------|
| Topic: | AUT1: Unit eleven: Accounting concepts AUT2: Unit two: Working in business | | Unit sixteen: Principles of project management | | Unit sixteen: Principles of project management Resits in examination units one and two | |
| Knowledge Covered: | <p>Unit eleven: Accounting documents, Double entry book keeping, ledger accounts, cashbook, trial balance, Cash and Trade discounts, Capital and revenue expenditure, Bank reconciliation, payment methods, Accounting concepts.</p> <p>Unit two: Business protocols, Financial documents, payment methods, Business meetings, travel and accommodation arrangements, Meeting documentation, Prioritising business tasks, Communicating with stakeholders, Types of communication, Reviewing business communication</p> | | Stages of project management, skills of project manager, monitoring of a project, prepare a project plan, project management tools including budgets, Gantt chart, and Critical path analysis, mitigating risk and contingency planning, evaluation of project management. | | As spring term to finish assignment Complete outstanding coursework tasks on unit four, eleven and sixteen (if applicable) Revise for exam in Unit one and/or unit two (if applicable) | |
| Online resources: | Unit eleven: https://www.ocr.org.uk/Images/505846-accounting-concepts.pdf https://www.ocr.org.uk/Images/405644-accounting-concepts.pdf https://www.ocr.org.uk/Images/273311-command-verbs-definitions.pdf Unit two: https://www.ocr.org.uk/Images/294526-working-in-business.pdf https://www.ocr.org.uk/qualifications/cambridge-technical/business/assessment/#level-3 | | https://www.ocr.org.uk/Images/505851-principles-of-project-management.pdf https://www.ocr.org.uk/Images/340114-principles-of-project-management.pdf | | | |