



Business Studies

Cambridge Technical Extended Certificate in Business

Awarding Body: OCR

Course Length: 2 years
CTEC

Entry Requirements: 32 – 35 Points



This course will cover:

Unit 1—The Business Environment

This unit will cover topics such as different types of businesses and structures, functional areas and financial documents. This unit is synoptic and used throughout others in the course.

Unit 2—Working in Business

This unit will cover the skills and understanding needed to work effectively within a business environment. This includes arranging meetings, working with business documents and making payments.

Unit 4—Customers and communication

In this unit students will learn the purpose, methods and importance of communication with customers to a business.

Unit 8—Introduction to Human Resources

In this unit students will gain an overview of the HR function within a business and learn about the importance of motivating and training employees to achieve their potential.

Unit 11—Accounting Concepts

This unit will give students an introduction to the foundations of business accounting. The unit will allow them to gain essential skills in producing final accounts.

Assessment Method:

5 units to complete over 2 years:

There are two externally assessed exams and three units of coursework, these will be internally assessed before being verified by an external moderator.

This course is ideally suited to...

...students who have a desire to learn more about how businesses and entrepreneurs operate. If you want to find out more about the key areas of business such as finance, marketing, human resources then business studies is for you.

The OCR Cambridge Technical course gives students the opportunity to acquire the essential knowledge and tools for the world of business. This course is equivalent to one A-Level.

Course contact:

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