

CTECH Business

12 Unit – Diploma Accounting Strand

Unit No	Unit Title	Assessment Method	Mandatory/Optional	Hours
1	The Business Environment	E	M	120
2	Working in Business	E	M	60
3	Business Decisions	E	M	60
4	Customers and Communication	IP	M	60
11	Accounting Concepts	IP	M	60
12	Financial Accounting	IP	M	60
13	Management Accounting	IP	M	60
15	Change Management	E	M	60
16	Principles of Project Management	IP	M	60
22	Delivering a Business Project	IP	M	120

Unit 1 The Business Environment

In this unit you will develop an understanding of how and why businesses operate in the way they do. You will look at a range of different types of business and business structures, and how the ownership of a business and its objectives are interrelated. You will learn about the importance of different functions within a business working together. You will understand the legal, financial, ethical and resource constraints under which a business must operate and how these affect business behaviour. You will explore ways in which businesses respond to changes in their economic, social and technological environment, and the necessity for a business to plan. You will appreciate the influence different stakeholders can have on a business. You will learn how to assess business performance.

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, making payments, prioritising business activities and communicating with stakeholders. The way that these activities are dealt with will vary according to the specific business protocols in place. Some of these will be specific to a functional area, however, many are common to almost all job roles.

Unit 3 Business Decisions

You will explore the criteria on which business decisions should be based and the methods to interpret and analyse this information. In this unit you will learn to consider the many variables involved and encouraged to analyse possible solutions, investigating each for potential drawbacks and benefits, before reaching your preferred decision. The learning contained within this unit will provide a framework that you will be able to apply in a business setting. You will have the opportunity to showcase your skills by making a business decision based on evidence and you will be required to justify the decision you make.

Unit 4 Customers and Communication

In this unit you will learn the purpose, methods and importance of communication in business and the appropriateness of different forms of communication for different situations. You will develop the skills that will help you create a rapport with customers and have the opportunity to practise and develop your business communication skills. You will also learn about the legal constraints, ethical and security issues that affect how businesses store, share and use information.

Unit 11 Accounting Concepts

This unit will give you an introduction to the foundations of business accounting. The unit will allow you to gain essential skills in, and knowledge of, the purposes of accounting, and the accounting procedures used to produce final accounts. You will consider the reasons for keeping accurate financial records and the importance of updating cash books and preparing bank reconciliation statements.

Unit 12 Financial Accounting

This unit aims to give you a sound understanding of why financial statements are prepared in the way they are. You will cover the final accounts of a range of business types, such as sole traders, partnerships, private and public limited companies and non-profit making or third sector organisations. You will explore the difference between a cash flow forecast and a cash flow statement and understand why a large profit does not necessarily result in an abundance of cash for use by the business.

Unit 13 Management Accounting

This unit will look at costing and budgeting, and how to use current or historical financial data to plan for the effective finances and costs of the business for the future. You will develop your ability to critically analyse information to help with both short-term and long-term decision making and analyse variances between actual and predicted data. As part of your study, you will learn to assess and make judgements on a range of business projects using capital investment appraisal techniques. You will gain an understanding of how break-even analysis allows managers to assess optimum activity levels and how historical data can be used to look for trends that can forecast more accurately the figures that are used in budgets.

Unit 15 Change Management

A business needs to understand the possible impacts that change might bring before strategies for managing change can be devised. In this unit, you will learn about the importance of managing these changes by examining barriers to change and how these can be removed. You will also investigate the different approaches to managing change and the advantages and disadvantages of these approaches.

Unit 16 Principles of Project Management

In this unit you will learn about the stages of project management and the type of skills a project manager should have. You will also learn why monitoring the progress of projects is vital to their successful completion and implementation. You will understand the importance of planning a project and of preparing a project plan. You will learn about the different planning tools available to businesses for project planning. Whilst preparing the project plan, you need to be aware of internal and external factors which might have an impact on the planning process as well as the successful completion and implementation of a project.

Unit 22 Delivering a Business Project

This unit will require you to learn and apply the skills necessary to deliver a business project. This could be, for example, to research a marketing campaign and launch it or arrange a sponsored event for charity and then review the extent to which the project has been successful.