Subject: CTEC Intro Diploma in Business **Year Group: 13**

Term One:

Unit 4 – Business Accounting

Understand the purpose of accounting, be able to prepare cashflow forecast, be able to prepare profit and loss accounts & balance sheets, be able to review business performance using ratio analysis.

Unit 19 – Web Design

This unit will give learners a thorough grounding in the strategy behind website design, offering them insight into one of the fastest growing areas in modern business.

Term Two:

Unit 19 – Complete web design unit

Unit 5 – Human Resource Management in Business

By the end of this unit learners will gain an understanding of the factors that are taken into account by organisations when planning their human resource management. They will also learn how organisations gain employee motivation and employee commitment.

Term Three:

Final improvements to unit 4, 5 and 19 ready for external moderation.