

CTec Business

Learning journey



The Business Environment - EXAM

- Types of businesses and their objectives
- Functional Areas
- Organisational Structures
- Stakeholders
- Finance
- External Environment
- Business Planning
- Business Performance

Unit 1

Unit 2

Working in Business - EXAM

- Business Protocols
- Business Meetings
- Business Documents
- Business Tasks
- Communicating with stakeholders



Coursework - Customers and Communications

- Who customers are and their importance
- Communicating with customers
- Verbal and Non-verbal communication
- Convey messages for business purposes
- Constraints and issues of storing data

Unit 4

Unit 5

Coursework - Marketing and Market Research

- Role of marketing
- Constraints on marketing
- Carry out market research
- Validate and present market research findings



PROJECT

Coursework - Principles of Project Management

- Stages of project management
- Skills of project managers
- How and why projects are monitored
- Factors that influence a project
- Prepare project plans

Unit 16

