

Mapping to OCR Applied Business Studies (J213 & J226)
 (Single and double award for teaching from July 2009)

Unit A241: Business in Action

<i>Subject content</i>	<i>Boardworks presentations</i>
Unit A241: Business in Action	
3.1.1 Business type – forms of ownership	Unit 1: Investigating Business Small Business Ownership Large Business Ownership
3.1.2 Business activity – why and how businesses start, succeed and/or fail	Unit 1: Investigating Business Aims and Objectives Business Activity External Influences Enterprise
3.1.3 Business organisation – how businesses organise themselves	Unit 2: Organizational Structure Functional Areas Marketing ICT Operations and Production
3.1.4 Framework for activity – aims, objectives, mission statements	Unit 1: Investigating Business Aims and Objectives
3.1.5 Stakeholders – their differing interests	Unit 3: People in Business Stakeholders
3.1.6 Employers/employees – how they operate in enterprising ways, develop their working relationships and meet their various rights and responsibilities	Unit 3: People in Business Employment Law Working Arrangements Training and Development

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3.1.7 Changing use of ICT – in business and economic activities	Unit 2: Organizational Structure Functional Areas ICT Marketing Business Communications
3.1.8 Uncertainty – risk, reward and change	Unit 1: Investigating Business External Influences Enterprise
3.1.9 Business within society – ethics and sustainability	Unit 1: Investigating Business External Influences
3.1.10 Use of relevant terms, concepts and methods – to understand business and economic behaviour	Unit 1: Investigating Business External Influences

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Unit A242: Making your Mark in Business

<i>Subject content</i>	<i>Boardworks presentations</i>
Unit A242: Making your Mark in Business	
3.2.1 Getting organised	
3.2.2 Understanding the market	Unit 2: Organizational Structure Marketing
3.2.3 Customers and competitors	Unit 1: Investigating Business External Influence Unit 2: Organizational Structure Marketing Unit 3: People in Business Customer Service
3.2.4 Presenting data effectively	
3.2.5 The marketing mix/promoting an idea	Unit 2: Organizational Structure Marketing
3.2.6 Costing implications	Unit 4: Financial Records Covering costs
3.2.7 Reflection and review	
3.2.8 Sourcing work	

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Unit A243: Working in Business

<i>Subject content</i>	<i>Boardworks presentations</i>
Unit A243: Working in Business	
3.3.1 How businesses organise themselves	Unit 2: Organizational Structure Functional Areas
3.3.2 Job roles – key activities and responsibilities	Unit 2: Organizational Structure Functional Areas Unit 3: People in Business Investigating Job Roles
3.3.3 Forms of communication	Unit 2: Organizational Structure ICT Business Communications
3.3.4 Functional areas within businesses and associated activities: finance	Unit 4: Financial Records Purchase Documents Methods of Payment Unit 5: Financial Planning Cash Flow Forecasts Budgets Break-Even Analysis Profit and Loss Balance Sheets
3.3.5 Functional areas within businesses and associated activities: marketing and sales	Unit 1: Investigating Business External Influence Unit 2: Organizational Structure Marketing Unit 3: People in Business Customer Service

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Unit A243: Working in Business

<i>Subject content</i>	<i>Boardworks presentations</i>
3.3.6 Functional areas within businesses and associated activities: administration and ICT	Unit 2: Organizational Structure Functional Areas ICT Business Communications
3.3.7 Functional areas within businesses and associated activities: customer service	Unit 3: People in Business Customer Service
3.3.8 Functional areas within businesses and associated activities: production	Unit 2: Organizational Structure Operations and Production

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Unit A244: Business and You

<i>Subject content</i>	<i>Boardworks presentations</i>
Unit A244: Business and You	
3.4.1 The human resources functional area	Unit 2: Organizational Structure Functional Areas Unit 3: People in Business Employment Law Recruitment and Selection
3.4.2 The recruitment process	Unit 3: People in Business Recruitment and Selection Personal Job Applications
3.4.3 The selection process	Unit 3: People in Business Recruitment and Selection
3.4.4 Human resources legislation	Unit 3: People in Business Employment Law
3.4.5 Induction	Unit 3: People in Business Recruitment and Selection Working Arrangements Training and Development
3.4.6 Promotion – training, skills, competencies required	Unit 3: People in Business Training and Development
3.4.7 Effective research	