

Business Extended Certificate

Level 3

Duration: Two Years

Why should you take this course?

The course is a practical course where you will look at real life situation to help develop the skills and knowledge required in modern business. It will give an insight to current commercial trends and an appreciation of the demands of the UK business environment. You will cover a wide range of topics such as accounting, finance, people management and marketing to name but a few. You will study issues by relating them to case studies of actual businesses and the problems they experience. The course incorporates different types of assessment including coursework and examination.

Course content

In the first year you will study two core components consisting of:

Unit 1 – Exploring Business

Unit 2 – Developing a Marketing Campaign

In your second year you will study one core unit and one optional unit:

Unit 3 – Personal and Business Finance

Unit 8 – Recruitment and Selection Process

How will I be assessed?

In units one and eight you will produce a portfolio of coursework. Evidence for assessment may be generated through a range of activities including assignment and project work; case studies; role play and oral presentation. Unit two will be assessed through external controlled assessment set by the examining body and sat over a period of three hours. Finally, unit three will be assessed by an external examination.

Are there any special expenses?

There may be trips that enrich the curriculum.

Excellence

Can Do Attitude

Courage

Respect

Team Working

Achievement Driven

What could I do next?

The Level 3 qualification is equivalent to 1 A Level and will earn you UCAS points if you wish to continue studying at University. However, if you wish to venture straight into the world of work, this is a university recognised Vocational qualification which will teach you many useful and transferable skills.

What could I do next?

Business Studies graduates are in growing demand in Accountancy, Finance, Marketing, Human Resources and Banking. A qualification in Business can help set you apart from other applicants and provide you with essential knowledge that will help prepare you for the world of work.

Entry requirements

At least 4-5 GCSEs graded 9-4, including English and Maths.

This course is equivalent to 1 A Level