

# Business Extended Certificate

## Level 2

**Duration:** One Year

### Course Content

This course is ideal for students who have a genuine interest in Business. You will gain a good grounding in the basics of running a real business, which can be applied straight to a job opportunity or will give you the foundations required to continue studying.

This is a one-year course and is equivalent to 3 GCSEs. You must be willing and able to write coursework assignments and sit two exams.

During the course you will study a wide range of units. These are:

- Enterprise in the Business World
- Finance for Business
- Principles of Marketing
- Promoting a Brand
- Principles of Customer Service
- Recruitment, Selection and Employment
- Visual Merchandising in Retail Business

The remaining qualification is achieved through studying a choice of an additional four units.

### How will I be assessed?

You will produce a portfolio of coursework for each unit, which will be assessed by your tutors as you go along and then verified by the external exam board. Evidence for assessment may be generated through a range of activities including assignment and project work; case studies; workplace assessment; role play and oral presentation. There will also be two externally set exams.

### Are there any special expenses?

There may be trips to give you the opportunity of seeing various businesses in action.

### What could I do next?

Successful completion of this course (minimum achievement of a Merit) would allow progression onto advanced level courses such as BTEC National Extended Diploma in Business. Anyone who wishes to pursue a career in business would find this an extremely useful qualification.

### Entry Requirements

A range of GCSE grades at 3/2.

Excellence      Can Do Attitude      Courage  
Respect      Team Working      Achievement Driven