

Contacts

Level 3 BTEC Certificate & Diplomas in Business

Enrichment

As a College of Further Education student you will also undertake various enrichment opportunities over your two year programme.

Students are also encouraged to participate in the student union.

If you would like to join us or wish to learn more about the course, please contact:

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Units studied

Assessment

Some of the subjects you will study over the two years are listed below:

Core units	
1	The business environment
2	Business resources
3	Introduction to marketing
4	Business communication
Optional units - finance	
5	Business accounting
6	Financial accounting
7	Management accounting
8	Accounting systems
Optional units - human resources	
13	Recruitment and selection in business
14	Aspects of employment law
15	Development planning for a career in business
16	Human resource management in business
Optional units - general	
9	Creative product promotion
12	Introduction to internet marketing
19	Developing teams in business
21	Aspects of contract & business law
33	The impact of communications technology on business
37	Starting a small business

As you can see there is a wide variety of subjects available for you to study.

The Level 3 Certificate and Diplomas in Business are 2 year full time courses.

The aim of the course is to introduce you to business studies which will help you to understand more fully the business world.

The course is a practical qualification set at level 3. The 2 year programme is equivalent to 3 A levels.

Completed units are accumulated so that different qualifications could be awarded but the aim is for all students to achieve an extended diploma:

- The certificate consists of 2 core and 1 optional unit
- The subsidiary diploma consists of 4 core plus 2 optional units
- The diploma consists of 4 core plus 8 optional units
- The extended diploma consists of 4 core plus 14 optional units

For example, after the first term you should have achieved the certificate and be on your way to completing the subsidiary diploma by the end of the second term.

You are required to complete a course work which will be in a variety of formats from written reports, pamphlets through to role-plays and presentations.

What grade can I achieve?

Each of the units which you successfully complete will be graded at either a pass, merit or distinction.

D*D*D* is equivalent to 3 A* grades at A Level.
DDD is equivalent to 3 A grades at A level
MMM is equivalent to 3 B grades at A level

Other opportunities

Dependent on your entry qualifications you will have the opportunity to:

- develop your life skills of literacy, numeracy and ICT
- undertake an additional level 3 qualification: the Certificate and Diploma in Financial Studies