

# Business

## Level 2 Extended Certificate and Diploma

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### Entry Qualifications

Five grade Ds or 3s at GCSE, or equivalent, including English Language.

### What will I study?

For business you will study a range of units covering:

1. Business Purposes
2. Business Organisations
3. Financial Forecasting for Business
4. People in Organisations
5. The Marketing Plan
6. Verbal and non-verbal communication in business contexts
7. Business Communication through documents
8. Customer Relations in Business
9. Business Online

If you achieve at least a 4/C in English Language and one other 4/C grade you may be able to take the Business Level 2 Diploma with a work placement included.

### How will I study?

Learning takes place through a variety of teaching methods e.g. teacher-led sessions. Students will produce individual projects and assignments involving their own research and therefore need to work on their own account. Regular homework will be a feature of this course.

### How is the course examined?

Students will be assessed by a portfolio assignment for each unit in addition to class work.

The Certificate is equivalent to 1 GCSE at Grade C (4) and the Diploma is equivalent to 3 GCSEs.

### Where next?

Students can progress onto further education on vocational based courses.

### What does the course combine well with?

Any other vocational level 2 subjects. This subject is often taken alongside GCSE English Language and/or Mathematics.

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### College Entry Requirements

Five grade Ds or 3s at GCSE, or equivalent, including English Language.

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