

# **BTEC level 3 Extended Diploma in Business**

## **Edexcel**

### **What does the course involve?**

This course is designed to provide a practical work-related qualification. It has been developed to provide preparation for employment or for progression to higher education. You learn by completing projects and assignments that are based on realistic work situations.

Towards the end of your first year you will do 2 weeks work experience. You will be expected to find the placement yourself.

As part of your main programme of study you will work towards a qualification in Maths or ICT where appropriate.

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## What units will I be studying?

You will need to choose 1 Pathway

### Year 1 Accounts Pathway

- The Business Environment
- Business Resources
- Introduction to Marketing
- Business Communication
- Managing Business Information
- Accounting Systems
- HR Mgt in Business
- Recruitment & Selection in Business
- Business Accounting

### Year 1 Law Pathway

- The Business Environment
- Business Resources
- Introduction to Marketing
- Business Communication
- Managing Business Information
- Aspects of Contract and Business Law
- HR Mgt in Business
- Recruitment & Selection in Business
- Aspects of Civil Liability for Business

### Year 2 Accounts Pathway

- Starting a Small Business
- Understanding Business Ethics
- Financial Accounting
- Development Planning for a career in Business
- Developing Teams in Business
- Management Accounting
- Creative Product Promotion
- Market Research in Business
- Website Design Strategy

### Year 2 Law Pathway

- Starting a Small Business
- Understanding Business Ethics
- Aspects of the Legal System and Law-making Process
- Development Planning for a career in Business
- Developing Teams in Business
- Aspects of Criminal Law Relating to Business
- Creative Product Promotion
- Market Research in Business
- Website Design Strategy

## What are the career opportunities open to me if I take this course?

The course prepares you to study Business Studies at university or to start on a career in the world of Business.



*your career starts here...*

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### Entry Requirements for Level 3 Qualifications (A Level Equivalents):

Learners must have at least 4 GCSEs at grade C or above to include English (or equivalent) or a merit or above at a full level 2 course. For Science, grade C at GCSE Maths (or equivalent) is required.

Learners at all levels will be expected to undertake an initial assessment to ascertain they are on the correct level of course.

For further information telephone:

**020 8651 1131**

Details can be subject to change.