

What is the course about?

The Level 2 Extended Certificate in Business delivered over one academic year, will give you a practical understanding of what "being in business" actually entails, helping you to develop the knowledge and skills needed when entering the world of work at an introductory level. The course is structured to allow you to give you a broad foundation and introduce you to new areas in the business sector.

The qualification is equivalent to three GCSEs and you could also have an opportunity to retake GCSE Maths or English.

What are the entry requirements?

4 GCSEs grade A to D, including English and Mathematics at grade D, or equivalent.

What subjects will I study?

The course is delivered on a full time basis over one academic year and includes 12 modules which consist of compulsory and optional subjects. These may include:-

- Enterprise in the business world
- Finance for Business
- Principles of Marketing
- Recruitment, Selection & Employment
- Introduction to Law and Consumer Rights
- Promoting a Brand

How will I be assessed?

Two modules are externally assessed by examination and the remaining modules are assessed by written coursework, practical activities. You may be asked to produce reports, prepare and deliver presentations, create booklets, posters and leaflets or work in group activities.

What are my progression and career options?

Employment opportunities - at a junior level in areas such as office administration.

Education – further vocational qualifications such as the 2 year BTEC Level 3 Extended Diploma in Business (equivalent to three GCE A Levels). Alternatively, you may wish to enrol onto a different Level 3 academic or vocational course within the wide range available at UCM. Both routes can lead to starting a degree or employment.

Who should I contact?

All enquiries relating to this course are to be directed to the Programme Area Secretary on 648202 or by email tracy.clift@ucm.ac.im