

# BTEC National Diploma in Business

Edexcel Specification  
Head of Department – Jamieson Brown

You should do this course if.....

You have a genuine interest in business; whether that be working for one or setting up your own, and you prefer writing coursework to exams.

The BTEC National Diploma in Business offers students the opportunity to explore a wide range of business topics from a more vocational perspective. It has been designed to prepare you for the world of work in business. Being assessed entirely by coursework, you have more control over your progress and performance. The course rewards conscientious students who work hard from the outset.

Skills you will develop on this course

Developing economic arguments; research skills: books, newspapers, journals and internet; clarity of oral and written expression; critical evaluation skills; debating and presentation skills; concise and efficient note-taking styles; application of number; I.C.T., team working, improving own learning & performance, and problem solving.

Topics studied

**18 of the following units:**

- Exploring Business Activity
- Investigating Business Resources
- Introduction to Marketing
- Effective People, Communication and Information
- Introduction to Accounting
- Understanding Financial Accounting
- Introducing Management Accounting
- Investigating Accounting Systems
- Exploring Creative Product Promotion
- An Introduction to Marketing Research
- Understanding Relationship Marketing
- Investigating Internet Marketing
- Investigating Recruitment and Selection
- Understanding Aspects of Employment Law
- Career Development Planning in Business
- Human Resource Management in Business
- Improving Performance in the Workplace
- Managing a Business Event
- Exploring Team Development
- Managing Physical Resources
- Aspects of Contract and Business Law
- Aspects of Civil Liability for Business
- Working in Administration
- Introduction to the Internet and e-Business
- Website Production and Management
- Understanding Health and Safety in the Workplace
- Starting a Small Business
- Understanding Business Ethics
- Exploring Business and the Economic Environment
- Investigating International Business
- Understanding Retailing

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## How will you learn?

Classroom teaching, exercises/activities, discussions, taking notes from presentations, filling in handouts, textbooks, video, group research and presentations; case studies; library and Internet research; questions set by your teacher; use of interactive e-learning environment.

All students should read a quality newspaper and make good use of the business journals, written specifically for students (16-19 yrs old), available in the LRC.

## Where does the course lead?

Students who have successfully completed the course have either gone on to do further study at degree level, or started work in a trainee role. Many go on to study Business at university, however others have gone on to study quantity surveying, accounting and outdoor pursuits.

Covering a wide range of topics, and developing a wide range of skills, the course is designed to make you more attractive to employers. The vocational nature of the course means that you will be required to apply what you learn in class to different business situations. Consequently, you will be better prepared to deal with real-life workplace situations, as and when they arise.

## Assessment and Exams

There are no exams for this course. Assessment is 100% coursework.

For each of the 18 units you will be required to carry out a number of set tasks and activities. Each of the task sheets are divided into a number of smaller sections: 'Pass,' 'Merit,' and 'Distinction.' Only by successfully completing all of the 'Pass' criteria can a student pass a unit. In order to a 'Merit,' all 'Pass' and 'Merit' criteria must be achieved, and so on.

PASS	=	6 points
MERIT	=	12 points
DISTINCTION	=	18 points

Grade Boundaries	Overall Grade	UCAS Points
108 – 131	PPP	120
132 – 155	MPP	160
156 – 179	MMP	200
180 – 203	MMM	240
204 – 227	DMM	280
228 – 251	DDM	320
252 – 324	DDD	360

## Entry Requirements

Minimum of 3 C's at GCSE (preferably including Maths & English)

You must be prepared to learn to write clearly and efficiently, but most importantly you must have a general interest in economic issues that affect our everyday lives.