

## National Cert in Business Level 2:

<b>Entry Requirements:</b>	You will be expected to have a genuine interest in the subject and have achieved E or D grades in your GCSE's. This course will require all students to take part in a variety of learning styles which will include presentations, role plays and group activities. You will have the right attitude towards learning and be willing to participate in all activities.
<b>Course Content:</b>	<p><b>This is a one year course.</b> As part of the course requirements you will be expected to complete all <b>four</b> of the mandatory units and <b>two</b> of the optional units.</p> <p><b>Course Content</b></p> <p><b>This is a one year course.</b> As part of the course requirements you will be expected to complete all <b>four</b> of the mandatory units and <b>two</b> of the optional units.</p>
<p><b>Mandatory units (Level 2 National Certificate in Business)</b></p> <p>Unit 1 Investigating business          Unit 2 Enterprise and operations          Unit 3 Finance in business          Unit 4 Communication in business</p>	<p><b>Optional units</b></p> <p>Unit 5 Working with people in business          Unit 6 Managing money          Unit 7 Promotion in business          Unit 8 Business and enterprise in Europe          Unit 9 E-business          Unit 10 Office administration          Unit 11 Keeping customers happy          Unit 12 Career planning for business          Unit 13 Work experience in business</p> <p>In order to achieve <b>the Level 2 National Certificate in Business</b>, candidates must achieve a minimum <b>Pass</b> grade for:</p> <ul style="list-style-type: none"> <li>• four mandatory units</li> <li>• two optional units.</li> </ul>
<b>Grading of the course:</b>	<p>The following assessment criteria are used to award marks;</p> <p>Fail          Pass - equivalent to a grade C GCSE          Merit - equivalent to a grade B GCSE          Distinction - equivalent to a grade A GCSE</p>
<b>Further Information:</b>	This course is taught alongside ICT Level 2 and is equivalent to 4 GCSE's
<b>Length of Course:</b>	One-year, which can be extended to a Level 3 course
<b>Examination Board:</b>	03634 OCR Level 2 Nationals in Business 06276 OCR Level 2 Nationals in ICT
<b>Periods Per Week:</b>	20 Hours per week

For further information,  
please contact: