

# Business Studies - Cambridge Technical Level 3

Contact Person: Dr N Jessop

## Course Outline:

5 Units—3 mandatory (Units 1, 2 and 4) + 2 Choice Units

### Unit 1—The Business Environment (Externally Examined)

In this unit you will develop an understanding of how and why businesses operate in the way they do. You will look at the range of different types of business and business structures, and explore how the ownership of a business and its objectives are interrelated.

### Unit 2—Working in Business (Externally Examined)

This unit will cover the skills and understanding needed to work effectively within a business environment. This includes arranging meetings, working with business documents, making payments, prioritising business activities and communicating with stakeholders.

### Unit 4 Customers and Communications (Coursework)

In this unit you will learn the purpose, methods and importance of communication in business and the appropriateness of different forms of communication for different situations. You will develop the skills that will help you create a rapport with customers and have the opportunity to practice and develop your business communication skills.

## Skills/Aptitudes Developed/Required:

Data manipulation, presenting arguments and making judgements and justified recommendations on the basis of available evidence, problem solving and using appropriate business tools to identify a solution. You will challenge your own assumptions using evidence, and need to be self motivated due to the amount of research required for each unit.

## Additional Considerations:

5 Grade 4s at GCSE, preferably including Maths and English. You do not have to have studied Business at Key Stage 4.



## Progression Post-18

A myriad of post 18 business courses, management routes, vocational routes, etc.

