

BTEC HNC/D Business (Management) Edexcel

Fifteen Months Full-time



Qualification

On successful completion of 10 units you will be awarded a HNC Business (Management). However, if you go on to complete all 16 units successfully you will be awarded a HND Business (Management).

Awarding Body

Edexcel

Course Description

The HNC/D in Business (Management) is designed for those who wish to develop their professional expertise and skills across a range of essential business and management areas.

The HNC/D in Business (Management) can be studied as stand-alone programmes or can form part of a three-year degree programme: University of Sunderland BA (Hons) Business Management, or University of Wales BA (Hons) Business.

Mode

Full-time at ibam Study Centre

Course Content (Modules)

Comprises ten units for the HNC and a further six units for the HND:

HNC (total 10 units):

- **Marketing**
Concept and process of marketing, segmentation, targeting and positioning, mix, different segments and contexts.
- **Managing Financial Resources and Decisions**
Sources of finance, decisions and financial performance.
- **Organisations and Behaviour**
Organisational structure and cultures, approaches to management and leadership, motivational theories, working with others, teamwork, group dynamics.
- **Business Environment**
Objectives and responsibilities of an organisation; economic social and global environment; organisation behaviour and the market environment; international trade and the European dimension.
- **Research Project**
Prepare a research proposal in a specified area of business, using primary and secondary sources. Present and evaluate.
- **Business Decision Making**
Sources of data, analysis, information in appropriate formats, software generated information.
- **Managing Professional Development**
Personal and career development, evaluate progress, business skills and self-managed learning.
- **Working With and Leading People**
Recruitment, selection, retention, building winning teams, leadership, development of individuals, performance, monitoring and assessment.
- **Managing Activities to Achieve Results**
Business processes, outcomes, goals, objectives, areas of responsibility, operational plans, systems, health and safety, organisational performance.

Managing Communications, Knowledge and Information

Information and assessment needs, personal networking, communication processes and appropriate systems.

HND (HNC plus 6 units):

- **Business Strategy**
Strategy formulation, planning, evaluation, selection and implementation.
- **Common Law**
Elements and terms of a contract; Law of Tort and tortious liability and tort of negligence.
- **Marketing Planning**
Marketing audits, barriers to planning, formulating a market plan and examine ethical issues.
- **Human Resource Management**
Personnel management, new approach, recruiting and selection, rewarding, rights and procedures on exit from an organisation.
- **Introduction to the Internet and E-Business**
Scope of e-business, how the internet works, e-business models and web design.
- **Project Management**
Project management principles, organisation and people, processes and procedures.

Assessment

The BTEC HND in Business (Management) is assessed by 15 written assignments in total (of 2,500-3,000 words each) and one examination.

Duration of Programme

Normally Fifteen months.



Entry Requirements

There are no formal entry requirements, however candidates should be at a certain academic level such as an 'A' Level or GNVQ, or have at least two years full-time work experience.

Candidates should have English ability equivalent to an IELTS score of 5.5.

What's Included

RDI's Online University **ilearn** is used to deliver all resources for this course including:

- **Free Laptop** - Access electronic copies of your learning materials and important information, such as assessment instructions, whenever and wherever you are.
- **Tutor support** - On campus based lectures and tutorials to enhance study materials and generate discussion with fellow students
- **External resources** - Links to external sources can include key journal articles, your university's online library, sites of topical interest, etc.

Exemptions

For this qualification we may allow you to count credit for relevant HNC/D modules you have already done elsewhere. Exemptions are considered on an individual basis when you submit an application form. Note that we cannot consider work experience for exemptions.

How to Apply

In addition to a completed application form:

- Copies of your relevant certificates and/or transcripts.
- One suitable reference. Please note we can only accept academic and/or professional work references.
- Copy of your CV detailing your work history (if you do not have A Levels).

"Usually at my age you leave college then spend 3 years at university with no money and having to pay a large sum for your education, which immediately puts you in debt when you have finished. I have found this invaluable as when I have finished my course I will have a HND (hopefully to be carried on with to get a degree) and valuable work experience."

Faith Hunter, HND Business (Management)



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