Course Information

CITY OF WOLVERHAMPTON COLLEGE

Business Pearson Level 2 Extended Certificate

Study Mode: Full Time

Is this course right for me?

Do you want to work in the dynamic and challenging world of business?

BTEC qualifications are designed to provide practical, work-related learning and this course will enable you to become more commercially aware and develop the essential business skills employers look for. You will learn by completing projects and assignments that are based on realistic workplace situations and will gain skills and knowledge to help you get a job in the profession, progress to a more responsible position if you already have a job, or move on to a Level 3 programme or apprenticeship.

Also, if you earn less than £32,000 per year and aged 19 or over, you could study this course for FREE!

Entry Requirements

For external applicants:
To access this course, you are required to:

- Four or more GCSEs at grade D/3 or above, including maths or English
- Demonstrate how you have previously had good attendance and punctuality and a good attitude to learning

For internal progression learners (already studying with us):
Learners must be able to demonstrate that they:

- Have successfully completed a relevant course that naturally progresses onto this programme, achieving a good standard
- Have improved their English and maths grades since enrolment
- Have maintained good attendance and punctuality
- Show a consistently positive attitude to learning

Applications from mature students without the necessary qualifications but with previous relevant experience and a willingness to learn will be considered on an individual basis.

What will I learn?

During this course you will study the following modules:

- Enterprise in the business world
- Finance for business
- Promoting a brand
- Principles of customer service
- Introducing retail business
- Sales and personal selling
- Recruitment, selection and employment
- Principles of marketing
- Using business documentation
- Building successful business teams
- Business online

What skills will I gain?

By studying this course you will:

- Develop your understanding of the economic environment and how businesses are affected
- Understand how valuable financial forecasting is to organisations’ success
- Learn the basics of how products and services are marketed by organisations
- Learn about the different types of customers and how important they are
- Gain introductory knowledge of how retail businesses operate
- Learn time management and organisational strategies
- Learn how to present business documentation professionally
- Learn how the recruitment and selection process operates
- Develop an appreciation for business concepts
- Develop your executive presentation skills
- Gain valuable team working and communication skills by taking part in charity or college events
- Learn how to run a business using the internet

How will I be assessed?

Throughout the course you will be assessed in the following ways:

- Two externally examined units – finance and marketing
- Assignments
- Observations by tutors

What can I do next?

The skills you will learn on the course will enable you to either pursue a career in business or administration, or progress on to a Level 3 course or apprenticeship

Delivery

Location: City Learning Quarter
Start Date: 07/09/2026
Day:
Time:
Course Fee:
Course Code: CP0050
Study Mode: Full Time

Apply online: **www.wolvcoll.ac.uk/apply**