

Business Pathway

BTEC HNC/D Business (Management) Edexcel



- Online -based distance learning
- Stand alone course or part of 3 year degree

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

Online distance learning*

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 14 written assignments in total (of 2,500 - 3,000 words each) and two examinations.

Duration of Programme

Minimum 15 months for the BTEC HNC in Business and a further 9 months for the HND. 24 months in total to HND. However, this programme is flexible and can be extended to a maximum of five years.



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.

What's Included

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

- **Study materials** - Access electronic copies of your learning materials and important information, such as assessment instructions, whenever and wherever you are.
- **Tutor support** - Tutors use live chats and forums to stimulate discussions, request input and highlight external sources.
- **External resources** - Links to external sources can include key journal articles, your university's online library, sites of topical interest, etc.
- **Discussion with other students** - Forums allow students to come together, share thoughts and ideas and you can initiate topics that you want to discuss with your fellow students.

Workload

We recommend 8-10 hours study time per week for the HNC/D Business (Management).

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

It's easy to enrol. Send a completed application form, along with one reference, preferably from an academic or current employer, and proof of qualifications to:

"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 enjoy my job which is full time as a HR assistant and receptionist, I can earn a full time salary alongside gaining a university level qualification in the same time as if I were to be studying full time. I can manage my job and my studying therefore gaining the best of both worlds. I have found this invaluable as when I have finished my course I will have a HND (hopefully to be carried on with rdi to get a degree) and valuable work experience."

Faith Hunter, HND Business & Management

RDI
Midland Management Centre
1A Brandon Lane
Coventry
CV3 3RD

W **Apply online**
Visit our website www.rdi.co.uk

@ **Email us**
Email applications@rdi.co.uk

☎ **Call us**
Contact us today on **FREEphone**
0800 COURSES / 0800 268 7737

What You Could Study Next

Successful completion of the programme may allow you entry to:

University of Sunderland BA (Hons) Business Management

University of Wales BA (Hons) Business