



## **BTEC Extended Diploma in Business**

### **Pre-entry Preparation, Requirements and Recommendations**

May I extend a very warm welcome to the Business and Economics Department at Comberton Sixth Form. We are delighted that you have chosen our course, and I trust this letter finds you mutually excited about joining us on your journey into the fascinating world of business. I and your teachers are passionate about our subject and we hope that you will be encouraged to share our enthusiasm.

In preparation of starting the course, I would ask that you read the following guidance information and urge you to make an immediate start;

#### **Reading:**

If you haven't studied business before, you may wish to get a grip on some basic business concepts and terminology by accessing any GCSE Business Studies material. We would recommend the *GCSE Business Studies Revision Guide by Richard Parsons (Coordination Group Publications Limited) - ISBN 184762314X*

#### **Research:**

Keeping track of the business news is very important and will help you to engage the course content. ***We recommend that you read the news on a day to day basis.*** Some examples are listed below;

[www.bbc.co.uk/business](http://www.bbc.co.uk/business)

[www.theguardian.com/uk/business](http://www.theguardian.com/uk/business)

<http://uk.reuters.com/business>

#### **Equipment:**

You will require the following for your course:

- A4 Ring binder to store your notes and classwork
- Folder dividers to organise your class notes effectively for each of the 13 units
- A4 Note pad (this is essential for note taking)
- Pens, Pencils, a Ruler and Highlighters
- Calculator – nothing fancy required
- Diary for homework deadlines

#### **Recommended Text Books:**

There are three textbooks that we will be using for this course.

BTEC Nationals Business: Student Book 1 (Pearson Education, 2016). ISBN-139781292126241  
BTEC Nationals Business: Student Book 2 (Pearson Education, 2016). ISBN- 9781292126258  
Revise BTEC National Business Revision Guide (Pearson Education, 2017) ISBN-10: 1292150122

If you have any queries regarding your course preparation, please do not hesitate to contact me.

Finally, I hope that you haven't found the 'lockdown' too onerous and have managed to keep yourself occupied and fit. The Corona-virus will certainly have a major impact on how we as individuals, and as a country, do business both at home and abroad over the next few months and indeed years, and I believe that more than ever, we will need innovative and dynamic business people to help us get the economy back on track. We will all be relying on you in the future to be a fully active participant, and all here at CVC are looking forward to sharing that journey with you.

With best wishes.

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