

## NOCN Level 2 Certificate in Skills for Employment and Study in Business Management and Computing - 601/6277/6

**Rules of Combination:** The learner must achieve a minimum of 30 credits. A maximum of 3 credits from Mandatory Group A. A minimum of 12 credits from Mandatory Group B and a minimum of 9 credits from Mandatory Group C must be taken. The remaining credits may be achieved from any combination of units from Mandatory Group B, Mandatory Group C and/or Optional Group D.

**Mandatory Group A** The learner must achieve a maximum of 3 credits from the units in this group.

Ofqual Unit Code	Unit Title	Mandatory or Optional	Credit Value	Level	NOCN ID	Sector
R/507/2680	<a href="#">Introducing Computer Studies</a>	Optional	3	L2	CAR976	14.1
H/507/2683	<a href="#">Introducing Business Studies</a>	Optional	3	L2	CAR977	15.3
J/507/2644	<a href="#">Introducing Politics</a>	Optional	3	L2	CAR942	11.3
D/507/8059	<a href="#">Introducing Law</a>	Optional	3	L2	CAS499	15.5

**Mandatory Group B** The learner must achieve 12 credits from the units in this group.

F/507/8054	<a href="#">Local Government</a>	Optional	3	L2	CAS224	13.2
R/507/8057	<a href="#">Planning a Career in Law</a>	Optional	3	L2	CAS225	15.5
J/507/8055	<a href="#">Introduction to English Law</a>	Optional	3	L2	CAS226	15.5
Y/507/8058	<a href="#">Employment Law</a>	Optional	3	L2	CAS227	15.5
L/507/8056	<a href="#">Company Law</a>	Optional	4	L2	CAS228	15.3
R/506/2294	<a href="#">Principles of Team Leading</a>	Optional	5	L2	CAR494	15.3
D/502/9928	<a href="#">Principles of Marketing Theory</a>	Optional	4	L2	CAR693	15.4
K/503/8194	<a href="#">Principles of Customer Relationships</a>	Optional	3	L2	CAR695	15.4
D/506/1939	<a href="#">Understand the Legal Context of Business</a>	Optional	6	L3	CAR692	15.2
M/506/1945	<a href="#">Analyse and Present Business Data</a>	Optional	6	L3	CAR686	15.2
H/505/1915	<a href="#">Introduction to Business and Administration</a>	Optional	3	L2	CAQ843	15.2

T/505/5094	<a href="#">Understanding Business Organisations</a>	Optional	3	L2	CAQ747	15.3
M/505/5093	<a href="#">Business Organisation Structures</a>	Optional	3	L2	CAQ724	15.3
F/505/5096	<a href="#">The Business Environment</a>	Optional	3	L2	CAQ745	15.2
A/505/5095	<a href="#">Business Communication</a>	Optional	3	L2	CAQ723	15.2
J/505/5097	<a href="#">The Marketing Environment</a>	Optional	3	L2	CAQ746	15.4
F/600/3736	<a href="#">Solving Problems in the Workplace</a>	Optional	3	L2	CAI117	14.2
F/502/4396	<a href="#">Bespoke Software</a>	Optional	3	L2	CAI938	6.2
J/502/4559	<a href="#">Data Management Software</a>	Optional	3	L2	CAJ025	6.2
F/502/4379	<a href="#">Using Collaborative Technologies</a>	Optional	4	L2	CAI971	6.2
M/502/4555	<a href="#">Database Software</a>	Optional	4	L2	CAI944	6.2
D/502/4566	<a href="#">Desktop Publishing Software</a>	Optional	4	L2	CAI950	6.2
F/502/4611	<a href="#">Drawing and Planning Software</a>	Optional	4	L3	CAJ008	6.2
H/502/4245	<a href="#">Optimise IT System Performance</a>	Optional	4	L2	CAJ038	6.2
R/502/4385	<a href="#">IT Software Fundamentals</a>	Optional	3	L2	CAJ029	6.2
R/502/4631	<a href="#">Website Software</a>	Optional	4	L2	CAJ041	6.2
T/600/3250	<a href="#">Investigating a Vocational Area</a>	Optional	2	L2	CAK548	15.2
D/602/5937	<a href="#">Career Development and Employability</a>	Optional	1	L2	CAN075	14.2

**Mandatory Group C** The learner must achieve a minimum of 9 credits from the units in this group.

R/507/2694	<a href="#">Revision and Examination Skills</a>	Optional	3	L2	CAR945	14.1
T/507/2686	<a href="#">Undertaking a Research Project</a>	Optional	3	L2	CAR946	14.1
A/507/2687	<a href="#">Undertaking Group Work</a>	Optional	3	L2	CAR947	14.1
L/503/1013	<a href="#">Valuing Equality and Diversity</a>	Optional	2	L2	CAR948	14.1
K/507/2684	<a href="#">Word Processing</a>	Optional	2	L2	CAR949	6.2
M/507/2685	<a href="#">Deliver a Presentation</a>	Optional	3	L2	CAR950	14.1
A/507/2690	<a href="#">Writing Skills</a>	Optional	3	L2	CAR951	14.1
F/507/2688	<a href="#">Study Management Skills</a>	Optional	3	L2	CAR952	14.1
L/507/2693	<a href="#">Research Skills</a>	Optional	3	L2	CAR953	14.1
J/507/2689	<a href="#">Personal Career Planning</a>	Optional	3	L2	CAR954	14.1

F/507/2691	<a href="#">Critical Thinking Skills</a>	Optional	3	L2	CAR955	14.1
J/507/2692	<a href="#">Personal Learning Goals</a>	Optional	2	L2	CAR956	14.1
Y/507/2695	<a href="#">Personal Study Skills</a>	Optional	3	L2	CAR957	14.1
D/507/2682	<a href="#">Understanding Plagiarism</a>	Optional	2	L2	CAR943	14.1

**Optional Group D** The learner can achieve a minimum of 6 credits from the units in this group.

Y/505/4035	<a href="#">Data Handling and Probability</a>	Optional	3	L2	CAQ693	14.1
M/507/2699	<a href="#">Common Measures and Shape</a>	Optional	3	L2	CAR959	2.2
H/507/2697	<a href="#">Spreadsheets</a>	Optional	3	L2	CAR960	6.2
K/507/2698	<a href="#">Calculations</a>	Optional	3	L2	CAR961	2.2
J/505/4029	<a href="#">Spelling Skills</a>	Optional	3	L2	CAR962	14.1
D/507/2696	<a href="#">Using Grammar and Punctuation</a>	Optional	2	L2	CAR963	14.1