



# **Business and Technology (BT)**

**Diploma in business and technology**

**Pocket Notes**

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## Structure of the examination

### Format of the examination:

- Two hour computer based assessment

The exam will be made up of:

- Thirty 2-mark questions
- Sixteen 1-mark questions
- Six 4-mark questions
- Questions may be based around short scenarios four or five lines long

### Core areas of the syllabus:

- (A) Understand the purpose and types of business and how they interact with key stakeholders and the external environment
- (B) Understand business organisation structure, functions and the role of corporate governance

- (C) Recognise the functions, systems and new technologies in accountancy and audit in communicating, reporting and assuring financial information, including the effective compliance, internal control and security of financial and other data.
- (D) Recognise the principles of authority and leadership and how teams and individuals are recruited, managed, motivated and developed.
- (E) Understand the importance of personal effectiveness as the basis for effective team and organisational behaviour.
- (F) Recognise that all aspects of business and finance should be conducted in a manner which complies with and is in the spirit of accepted professional ethics and professional values.

All areas are equally weighted, so expect to see 8 or 9 questions in each area.

## Keys to success

### Your requirements:

- You are expected to demonstrate knowledge and understanding of the relevant theory.
- You are expected to assimilate ideas, understand them and apply them to the “real world” situations.
- You must be able to recognise the needs for, and the differences between, procedures, processes and wider issues of management.

## Preparation for the exam

- Questions may combine or integrate more than one topic area, so revise thoroughly.
- All topics are equally important, make sure you have covered the entire syllabus. A shallow but broad knowledge is required rather than focussing on just a few areas.
- Read the question requirement carefully before selecting an answer.
- Answer all questions, this will maximise your chances of passing the exam.

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