

Business Studies

Level 3 Award/Diploma



Description

The Diploma in Business Studies is designed to provide a thorough foundation in the knowledge and skills needed to participate in the business world. The course is entirely self-sufficient: there is no compulsory supporting textbook.

Course Outline

Unit 1

Business Life

Unit 2

The Business Environment

Unit 3

Types of Business

Unit 4

The Structure of a Business

Unit 5

Scale and Growth

Unit 6

Production and Distribution

Unit 7

The Market

Unit 8

Principles of Marketing

Unit 9

Finance

Unit 10

Business Accounting

Unit 11

Personnel and Recruitment

Unit 12

Training, Pay and Taxation

Unit 13

Industrial Relations

Unit 14

Communication

Unit 15

Presenting Information

Unit 16

Change

Unit 17

External Pressures for Change

Unit 18

Ways of Changing

Unit 19

Technology and Communication

Unit 20

Recent Trends

Language

English

Course Length

200.00 hours

Delivery

Online

Duration of Access

This is only an approximate figure and is dependant upon how much time you can dedicate to your studies and how well you grasp the learning concepts in the course material. Furthermore, at the end of each lesson there is a question paper that needs to be completed and returned to your tutor. You should allow at least 1 - 2 hours of study to complete each question paper.

The approximate amount of time required to complete the course is: 112 hrs.

Instructor

With this course you will have unlimited access to your own personal tutor who specialises in their field of study. It is your personal tutor's role to ensure that you receive constructive feedback and to deal with any queries you may have. You are more than welcome to telephone, fax or email your personal tutor.

You will also have access to a dedicated and friendly team of administrators and course advisors who offer sound and professional guidance and advice when you need it. This ensures that you will **never** feel neglected and that you will **always** succeed!

This course is an online course. With online study you have access to your entire course from the start of your studies. You can access your course materials, and submit all of your question papers to your personal tutor, online from anywhere in the World using your unique student account.

Assessment Method

After each lesson there will be a question paper, which needs to be completed and submitted to your personal tutor for marking. This method of continual assessment ensures that your personal tutor can consistently monitor your progress and provide you with assistance throughout the duration of the course.

What's Included

- All study materials
- Study Guide
- Full Tutor and Admin support
- The course fee **includes** the ASET registration and certification fee (valued at up to £30.00).

What is NCFE

NCFE is the UK's longest established awarding body, recognised as a highly professional and responsive organisation, committed to maintaining excellent customer service and a friendly approach.

NCFE is recognised as an awarding body by the qualification regulators ('regulators') for England, Wales and Northern Ireland. The regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland. Accreditation by NCFE is a guarantee of quality. It means that the college has been inspected and approved by an independent and experienced education professional and is quality audited biannually by NCFE. The centre delivering the programmes has been licensed by NCFE on the basis of its own quality systems. At the end of an accredited course, successful learners will also receive an NCFE Award certificate of achievement.

Requirements/Materials Included

There is no experience or previous qualifications required for enrolment on this course. It is available to all students, of all academic backgrounds.

Certification

On completion of your course, you will receive two qualifications:

Qualification 1: Business Studies Diploma

Business Studies issued by Stonebridge Associated Colleges, entitling you to use the letters SAC Dip after your name.

Qualification 2: Level 3 Business Studies Award

At the end of this course successful learners will also receive a level 3 NCFE Award certificate of achievement. That means that it is independently accredited at a level of learning equivalent to level 3 on the National Qualifications Framework (NQF) for England, Wales and Northern Ireland (in which case GCSE's are at levels 1 and 2 and A Levels are at level 3).

This award has been designed by Stonebridge Associated Colleges to meet specific learners' or employers' requirements. Accreditation by NCFE is a guarantee of quality. It means that this learning programme has been scrutinised and approved by an independent panel of experienced educational professionals and is quality audited biannually by NCFE.

Cost: US\$597.00