



Business & Computing Examinations (BCE) LONDON (UK)

Business Administration Programme Analysis

The development of BCE Programmes include extensive market research from the following sources:

- Data from BCE Centre Annual Reports.
- Enquiries received from different stakeholders.
- Email survey from statutory consultees and stakeholder bodies.
- Questionnaire survey from BCE learners.
- Input received during Approved Centres and Corporate companies training seminar.
- BCE discussions and feedback from potential employers.

BCE learners are 18+, classified as follows:

- Holders of General Certificate of Secondary Education (GCSE) intending to obtain a Programme for employment or further education.
- Those already in employment furthering their knowledge for promotion or to venture into new fields.
- Corporate Companies approaching BCE directly or Approved Centres for in-house training.
- Those looking for career change.
- Mature adults with no formal Programmes.

Guided Learning Hours is the entire notional learning hours representing estimate of total amount of time reasonably required for learners to achieve necessary level of attainment for the award of a Programme.

Activities that contribute to guided learning hours include:

- Guided Learning
- Independent and unsupervised research/learning
- Unsupervised compilation of a portfolio of work experience
- Unsupervised e-learning
- Unsupervised e-assessment
- Unsupervised coursework
- Watching a pre-recorded podcast or webinar
- Unsupervised work-based learning

Activities that contribute to Guided Learning include:

- Classroom-based learning supervised by a Tutor
- Work-based learning supervised by a Tutor
- Live webinar or telephone tutorial with a Tutor in real time
- E-learning supervised by a Tutor in real time
- Forms of assessment

Level 4 Certificate in Business Studies & Internet Technology (115 Credits)

This is an entry level Programme and is a minimum requirement for undertaking the BCE Level 5 Diploma in Business Administration & Computer Systems. There are no clerical jobs any more, hence a combination of business studies and computing is crucial. However, we highly recommend learners to pursue the combined Level 3 Certificate in Information Systems and Level 5 Diploma in Information Technology Programmes first, as both cover Computing and Business English basics (Introduction to Computers, Business Information System and Business English & Report Writing) including core application packages (Windows Operating System, PowerPoint Presentation, Word Processing, Excel Spreadsheets and Access Database) respectively. As stated above, *there are no clerical jobs anymore*, minimum requirement for and office job is **computer literacy**.

Why does the Programme exist – The purpose of this Programme is to familiarise learners with internet fundamentals, basic accounting principles, communication, and organisation for managing both a personal/service-type business.

How does it fit into the larger programme – This is an entry level into the world of business studies. On completion of the Level 4 Certificate, learners can choose different paths, namely; advance further in business

studies or branch to Accounting, Project Management, Business Economics, Management, Human Resource, Marketing, Finance, Administrative or Hospitality.

For who it was designed – The Programme is designed for 18 year olds and above, with little or no business knowledge.

How it will benefit learners – The importance of business studies cannot be over emphasized, everything we do on a daily basis – be it personal or professional, revolves on business issues.

Units:

- HTML Internet Technology
- Accounting Principles
- Business Communication
- Business Organisation
- Business Maths

HTML Internet Technology - HyperText Markup Language (HTML) is a language to specify the structure of documents for retrieval across the Internet using browser programs of the World Wide Web.

Accounting Principles - when one starts a business they soon discover that things just don't happen in the real world the way they tell you: Invoices don't get paid by their due dates, adverts don't consistently bring in customers, sales don't continually rise, and profits aren't always there. Think of the accounting system as a wheel whose hub is the general ledger (G/L). Feeding the hub information are the spokes of the wheel.

Business Communication – Business Communication encompasses a huge body of knowledge both internal and external for the business. Internal communication includes communication of corporate vision, strategies, plans, corporate culture, shared values and guiding principles, employee motivation and cross-pollination of ideas. External communication includes branding, marketing, advertising, customer relations, public relations, media relations and business negotiations. There different medium used in both internal and external communication. Whatever form it takes, the objective remains the same – to create a business value. Good communication matters because business organisations are made up of people. In business, “communication is everything.”

Business Organisation - Business organisation is one broad term which encompasses all areas of business management. It is the profession which is assigned with the task of analysing the business needs of the organisation ‘s employees and stakeholders.

Business Maths – Mathematical formulas and documents used regularly in business; including fractions, discounts, interest rates, bonds and insurance.

Unit	Pre-requisite	Core-requisite	Guided Learning Hours	Number of Credits
HTML Internet Technology	Basic knowledge of computers and file management.	A pass or higher in Certificate in Information Systems or equivalence	200	20
Accounting Principles	None	A pass or higher in Certificate in Information Systems or equivalence	200	20
Business Communication	None	A pass or higher in Certificate in Information Systems or equivalence	200	20
Business Organisation	None	A pass or higher in Certificate in Information Systems or equivalence	200	20
Business Maths	None	A pass or higher in Certificate in Information Systems or equivalence	200	20
Coursework (Project) for all units			150	15

Rules of combination:	All units are mandatory
Age Group:	18+
Programme Type:	Vendor/Industry

Business & Computing Examinations (BCE)

HTML Internet Technology Learning Hours Information Sheet
[see Diploma in Web Design]

Accounting Principles Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					Total
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	
01	Introduction to financial accounting	2.0	8	6	2	2	2	20
02	Double-entry principles	2.0	8	6	2	2	2	20
03	General ledger	2.0	8	6	2	2	2	20
04	Recording transactions	2.0	8	6	2	2	2	20
05	Trial balance, profit and loss and balance sheet	2.0	8	6	2	2	2	20
06	Purchases journal	2.0	8	6	2	2	2	20
07	Value Added Tax (VAT)	2.0	8	6	2	2	2	20
08	Cash book	2.0	8	6	2	2	2	20
09	Business organisations	2.0	8	6	2	2	2	20
10	Final accounts	<u>2.0</u>	<u>8</u>	6	2	2	2	<u>20</u>
		20.0	80					200

Business Communication Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					Total
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	
01	Business communication skills	2.0	8	6	2	2	2	20
02	Business communication elements	2.0	8	6	2	2	2	20
03	Effective communication	2.0	8	6	2	2	2	20
04	Active listening	2.0	8	6	2	2	2	20
05	Designing effective messages	2.0	8	6	2	2	2	20
06	Oral presentation	2.0	8	6	2	2	2	20
07	Business writing	2.0	8	6	2	2	2	20
08	Communication strategy planning tools	2.0	8	6	2	2	2	20
09	Terms of reference	2.0	8	6	2	2	2	20
10	CV design	<u>2.0</u>	<u>8</u>	6	2	2	2	<u>20</u>
		20.0	80					200

Business Organisation Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01	Business economics	2.0	8	6	2	2	2	20
02	Competitive advantage	2.0	8	6	2	2	2	20
03	Banking industry	2.0	8	6	2	2	2	20
04	Business organisations	2.0	8	6	2	2	2	20
05	Hierarchy of authority	2.0	8	6	2	2	2	20
06	Business organisational structures	2.0	8	6	2	2	2	20
07	Importance of business location	2.0	8	6	2	2	2	20
08	Business transaction documents	2.0	8	6	2	2	2	20
09	Business finance	2.0	8	6	2	2	2	20
10	Business accounting	<u>2.0</u>	<u>8</u>	<u>6</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>20</u>
		20.0	80					200

Business Maths Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01	Whole Numbers, Fractions and Decimals	2.0	8	6	2	2	2	20
02	Banking terminology	2.0	8	6	2	2	2	20
03	Equations and Percentages	2.0	8	6	2	2	2	20
04	Trade and Cash Discounts, Markup, Markdown & Payroll	2.0	8	6	2	2	2	20
05	Simple and Compound Interest; Promissory Notes	2.0	8	6	2	2	2	20
06	Future/Present Values and Annuities	2.0	8	6	2	2	2	20
07	Consumer Credit	2.0	8	6	2	2	2	20
08	Financial Statements, Depreciation and Inventory	2.0	8	6	2	2	2	20
09	Taxes, Insurance and Shares/Bonds	2.0	8	6	2	2	2	20
10	Business Statistics	<u>2.0</u>	<u>8</u>	<u>6</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>20</u>
		20.0	80					200

Level 5 Diploma in Business Administration & Computer Systems (145 Credits)

The Business Administration Programme provide learners with a wide range of educational opportunities and prepares them to pursue a range of careers in the fields of accounting, banking, insurance, purchasing, entrepreneurship, marketing, tourism, government, not-for-profit and international business. Business Administration Programme provides access to theoretical training and practical experience in all functional areas of business organisations and help learners develop the knowledge and skills necessary to deal with the continually changing needs of organisations. Learners develop essential skills and knowledge in business by covering the theory and practices of administration.

Why does the Programme exists – To discover vital topics in accounting, administration and social issues, important for learners to be competitive. The introductory knowledge imparted in the certificate level is expanded further and make learners fully understand how organisations operate.

How does it fits into the larger programme – Every organisation needs a manager, and most importantly, today's world include computer systems. Understanding the role and concepts of technology implementation is crucial for every manager.

For who it was designed – The Programme is designed for those who complete the Level 4 Certificate in Business Studies & Internet Technology and interested in pursuing the generic business administration as opposed to a specific fields.

How it will benefit learners – Learners will be knowledgeable in a number of fields – computing, economics, accounting, administration and ethics. Learners also achieve academic knowledge required when pursuing employment.

Units:

- Business Computer System
- Accounting
- Business Administration
- Economics
- Business Ethics

Business Computer Systems - In the modern workplace, it is imperative that technology works both effectively and reliably. Computer and information system managers play a vital role in the implementation of technology within the organisations. Computer and information system managers plan, coordinate, and direct research and facilitate the computer-related activities of firms. They help determine both technical and business goals in consultation with top management and make detailed plans for the accomplishment of these goals. This requires a strong understanding of both technology and business practices.

Accounting – Accounting is the backbone of business. Ethical and professional accounting forms a clear financial image of a business and allow managers to make informed decisions, keep investors abreast of developments in the business, and check business profitable. Accountancy (profession) or accounting (methodology) is the measurement, disclosure or provision of assurance about financial information that helps managers, investors, tax authorities and other decision makers make resource allocation decisions.

Business Administration – A rapidly changing economy means more opportunities for those who have specific business administration knowledge and skills. The concept of business administration encompasses all aspects of owning and operating a business. This includes everything from business management to marketing of the goods and services being offered.

Economics – Economics is the study of how people choose to use resources. Resources include the time and talent people have available, the land, buildings, equipment, and other tools on hand, and the knowledge of how to combine them to create useful products and services. We need economics because we as individuals and as a society, experience scarcity (of raw materials, of goods and services, of time, and so on) in relationship to our ever-growing needs and wants. Economics examine how we make choices: a new car or college tuition; more hospitals or more highways; more free time or more income from work? It gives us a way of understanding how to make best use of natural resources, machinery, and people's work efforts. The beauty of studying Economics is that one is given an insight into so many different subject areas. Economic issues are interrelated with the study of Business, Law, Accounting, Politics, Sociology, History, Land and Property Management,

Engineering...the list is endless! Almost every subject area has to consider certain issues that are classed as 'Economics' to help learners understand how and why decisions are made. For example in the study of Construction Management learners need to understand why certain resources are used, how scarcity affects production decisions, and the costs and benefits to the consumer and producer of choosing one product over another. This is Economics!

Business Ethics – plays a major role in business administration/management. When business people speak about “business ethics” they usually mean one of three things: (1) avoid breaking the criminal law in one’s work-related activity; (2) avoid action that may result in civil law suits against the company; and (3) avoid actions that are bad for the company image. Businesses are especially concerned with these three things since they involve loss of money and company reputation.

Unit	Pre-requisite	Core-requisite	Guided Learning Hours	Number of Credits
Business Computer Systems	Basic knowledge of computing and HTML terminology.	A Pass or better in Certificate in Business Studies or equivalence.	240	24
Accounting	Basic knowledge of Accounting Principles.	A Pass or better in Certificate in Business Studies or equivalence.	200	20
Business Administration	Basic knowledge of office procedures.	A Pass or better in Certificate in Business Studies or equivalence.	300	30
Economics	Knowledge of accounting and business terminology.	A Pass or better in Certificate in Business Studies or equivalence.	300	30
Business Ethics	Basic knowledge of office procedures.	A Pass or better in Certificate in Business Studies or equivalence.	220	22
Coursework (Project) for all units			190	19

Rules of combination:	All units are mandatory
Age Group:	18+
Programme Type:	Vendor/Industry

Business Computer Systems Learning Hours Information Sheet

[see Diploma in System Design]

Accounting Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					Total
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	
01	Depreciation	2.0	8	6	2	2	2	20
02	Manufacturing accounts	2.0	8	6	2	2	2	20
03	Partnership accounts	2.0	8	6	2	2	2	20
04	Limited accompany accounts	2.0	8	6	2	2	2	20
05	Financial Statements	2.0	8	6	2	2	2	20
06	Statement of Cash Flows	2.0	8	6	2	2	2	20
07	Cost-revenue analysis	2.0	8	6	2	2	2	20
08	Internal and external accounting information	2.0	8	6	2	2	2	20
09	Corporate forms of organisations	2.0	8	6	2	2	2	20
10	Analytical tools for analysing financial statements	<u>2.0</u>	<u>8</u>	6	2	2	2	<u>20</u>
		20.0	80					200

Business Administration Learning Hours Information Sheet

Unit Titles	Credits	Notional Learning Hours					
		Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01 Principles of Management	2.0	8	6	2	2	2	20
02 Corporate social responsibility	2.0	8	6	2	2	2	20
03 International management and globalisation	2.0	8	6	2	2	2	20
04 Decision making	2.0	8	6	2	2	2	20
05 Strategic management	2.0	8	6	2	2	2	20
06 Planning	2.0	8	6	2	2	2	20
07 Organisational structure and design	2.0	8	6	2	2	2	20
08 Human resource management	2.0	8	6	2	2	2	20
09 Leadership skills	2.0	8	6	2	2	2	20
10 Motivation theories	2.0	8	6	2	2	2	20
11 Groups and teams	2.0	8	6	2	2	2	20
12 Effective communication	2.0	8	6	2	2	2	20
13 Operations management	2.0	8	6	2	2	2	20
14 Management control	2.0	8	6	2	2	2	20
15 Organisation change	<u>2.0</u>	<u>8</u>	<u>6</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>20</u>
	30.0	120					300

Economics Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					Total
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	
01	Introduction to economics	2.0	8	6	2	2	2	20
02	Characteristics of the market system	2.0	8	6	2	2	2	20
03	Theories of demand and supply	2.0	8	6	2	2	2	20
04	Calculating price elasticity of demand	2.0	8	6	2	2	2	20
05	Distinction between public and private goods	2.0	8	6	2	2	2	20
06	Forms of corporate organisations	2.0	8	6	2	2	2	20
07	Competitive markets	2.0	8	6	2	2	2	20
08	Monopolistic markets	2.0	8	6	2	2	2	20
09	Oligopolistic markets	2.0	8	6	2	2	2	20
10	Demand for labour	2.0	8	6	2	2	2	20
11	Gross domestic product	2.0	8	6	2	2	2	20
12	Aggregate demand and supply	2.0	8	6	2	2	2	20
13	Fiscal policy	2.0	8	6	2	2	2	20
14	UK Banking system and monetary policy	2.0	8	6	2	2	2	20
15	Measurement of economic growth	2.0	8	6	2	2	2	20
		30.0	120					300

Business Ethics Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					Total
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	
01	Importance of business ethics	2.0	8	6	2	2	2	20
02	Ethical responsibilities of employees	2.0	8	6	2	2	2	20
03	Ethical theories	2.0	8	6	2	2	2	20
04	Implications of corporate culture	2.0	8	6	2	2	2	20
05	Corporate social responsibility	2.0	8	6	2	2	2	20
06	Employer/employee rights and responsibilities	2.0	8	6	2	2	2	20
07	Ethical challenges posed by technology	2.0	8	6	2	2	2	20
08	Business issues facing businesses	2.0	8	6	2	2	2	20
09	Environmental issues affecting businesses	2.0	8	6	2	2	2	20
10	Corporate governance framework	2.0	8	6	2	2	2	20
11	Legal, cultural and ethical challenges	2.0	8	6	2	2	2	20
		22.0	88					220

Level 6 Advanced Diploma in Business Administration & Database Technology (161 Credits)

A Business Administration Programme can lead to many attractive career opportunities in today's competitive business world, and hundreds of companies are looking for highly-skilled professionals who can lead and supervise their teams. The Business Administration Programme is designed to provide a strong foundation of efficiency, problem solving, and leadership skills for the business setting. BCE Business Administration Programme incorporates database technology to suite today's ever needed requirements.

Why does the Programme exists – The objective of the Programme is to enhance the academic knowledge gained in the Level 5 Diploma in Business Administration & Computer Systems by introducing core business units. Today's world is competitive, hence learners have to be exposed to tougher topics in order to meet business challenges.

How does it fits into the larger programme – Successful companies are looking for strong leaders and managers to take on supervisory duties and responsibilities. A Business Administration Programme offer learners the opportunity to adopt and practice core skills for business growth, become leaders of an organisation, and develop key business processes for the organisation. In today's technology-driven world, it's become even more important for managers and executives to adapt to data management, hence BCE Advanced Business Programme include database technology.

For who it was designed – This Programme is designed for holders of Level 5 Diploma in Business Administration & Computer Systems or equivalent Programmes.

How it will benefit learners – More and more employers are looking for skilled professionals who can organise, develop, and lead the teams of an organisation and it is critical for these prospective managers and supervisors to have both interpersonal and technology skills in today's competitive business world.

Units:

- Management Information Systems (MIS) & SQL
- Human Resource Management
- Marketing Management
- Management Accounting
- Financial Management

Management Information Systems & Database Technology - MIS is the mechanism to ensure that information is available to the managers in the form they want it and when they need it. It is designed to support their work through providing relevant information for their decision-making. We are living in a time of great change and working in an Information Age. Managers have to assimilate masses of data, convert that data into information, form conclusions about that information and make decisions leading to the achievement of business objectives. For an organisation, information is as important resource as money, machinery and manpower. It is essential for the survival of the enterprise. Computer systems can clearly aid organisations in the processing of data into accurate, well presented, up-to-date and cost-effective information. Whether that information is also concise, relevant, timely and complete will depend largely on the capabilities of the people involved in its processing and selection.

The essential feature of **database technology** is that it provides an INTERNAL representation (model) of the EXTERNAL world of interest. Examples are the representation of a particular date/time/flight/aircraft in airline reservation or of item code/item description/quantity on hand/reorder level/reorder quantity in a stock control system. *Why is it important?* Business in much of the world depends on database technology; from the behind the scenes designs to practical implementation using software programs like Oracle, Windows SQL Server, Ingress, SAP and Sybase. For example: *Finance*: the UK clearing banks have calculated that if their database systems were removed it would take every person in UK working 24 hours per day, 7 days per week to process all the financial transactions manually. The London Stock Exchange relies on computer systems for recording buying and selling of stock which happens very quickly and in large quantities. The amount of money involved in these transactions is enormous. *Transport*: All airlines use online seat reservation systems and have systems for scheduling aircraft, for building and maintaining timetables, for handling the in-flight catering and for mechanical servicing of the planes. Similar systems exist for rail, sea and road transport. They all use database technology extensively. *Utilities*: major utilities (water, electricity, gas) all have generation/distribution systems based on database technology. *Resources*: The mineral exploration/extraction companies, and governments who regulate them (especially for oil exploration/extraction) have extensive databases which have complex data structures (usually including GIS (Geographical Information System)) components. *Production engineering*:

from scheduling workflow through the production lines of machines to stock control and order processing, database technology underpins all activity in this area. **Environment:** protection and control of the environment by government agencies depend heavily on database systems with GIS facilities, together with databases of toxic substances and clean-up recommendations. **Tourism:** hotel systems and local tourist attractions, information and booking facilities rely on database systems, and the major package tour operators have extensive databases for holiday planning and booking, together with financial systems for payment and invoicing. **Leisure:** the entertainment industry uses database systems extensively for theatre, concert and cinema ticket bookings. **Culture:** museums, art galleries, history exhibitions - all utilise database technology (and especially multimedia database technology) for cataloguing their collections and recording access to them. **Education:** Programmes, materials, and assessment all rely heavily on database technology in all sectors of education. Increasingly the linking of database technology with hypermedia delivery systems allows courseware to be maintained up-to-date and delivered to the consumer. **Healthcare:** healthcare has long relied on database technology to schedule hospital beds or appointments at clinics or doctor's surgery. **Government administration** would be paralysed without database technology; the collection of taxes and the payment of social security benefits depend totally on database technology. **Retail:** the major retail stores utilise database technology in stock control and PoS (Point of Sale) systems. Modern retailers use advanced data mining techniques to determine trends in sales and consumer preference to optimise stock control, retail performance, customer convenience and profit.

Human Resource Management – every organisation wants to attract the most qualified employees and match them to jobs for which they are best suited. However, many enterprises are too large to permit close contact between top management and employees. Human resources, training, and labour relations managers and specialists provide this connection. In the past, these workers performed the administrative function of an organisation, such as handling recruiting, interviewing, and hiring new staff in accordance with policies established by top management. Today's human resource workers manage these tasks, but, increasingly, they also consult with top executives regarding strategic planning. They have moved from behind-the-scenes staff work to leading the company in suggesting and changing policies.

Marketing Management – Marketing include the processes by which businesses introduce their goods, services, and ideas to potential purchasers and exchange them for value. It is one of the core elements in the entrepreneurial private enterprise system. Marketing management provide learners with opportunities to examine the nature and role of marketing in local and global contexts. Learners gain an understanding of the need for good customer relations and of how this attitude drives the economic system in internationally. Why is Marketing important? (i) Marketing generates awareness. Word-of-mouth advertising can be extremely important when developing a publicity campaign. Recent surveys suggest that 90% of consumers trust word-of-mouth suggestions. (ii) 88% of people are likely to pass information about services and products to friends, and 87% will pass information to family. These numbers speak to the effectiveness of word-of-mouth campaigns. When people believe in a product or service they will promote and support that product or service. (iii) Marketing a service through radio and television allow consumers to visualise scenarios which seem more real and applicable to their lives. (iv) Marketing creates brand awareness.

Management Accounting – Management Accounting is the internal business building role of accounting and finance professionals who work inside organisations. These professionals are involved in designing and evaluating business processes, budgeting and forecasting, implementing and monitoring internal controls, and analysing, synthesising, and aggregating information—to help drive economic value. Management accountants are valued business partners, directly supporting an organisation's strategic goals. With a renewed emphasis on good internal controls and sound financial reporting, the role of the management accountant is more important than ever.

Financial Management – Financial Management is the management of the finances of a business / organisation in order to achieve financial objectives. Financial management is the system by which the financial aspects of an organisation's business are directed and controlled to support the organisation's goals.

Unit	Pre-requisite	Core-requisite	Guided Learning Hours	Number of Credits
Management Information Systems & SQL	General database knowledge	A pass or better in Diploma in Business Administration or equivalence.	500	50
Human Resource Management	Knowledge of business organisational terminology.	A pass or better in Diploma in Business Administration or equivalence.	200	20
Marketing Management	Knowledge of business organisation	A pass or better in Diploma in Business Administration or equivalence.	260	26
Management Accounting	Knowledge of accounting terminology.	A pass or better in Diploma in Business Administration or equivalence.	240	24
Financial Management	Knowledge of accounting terminology.	A pass or better in Diploma in Business Administration or equivalence.	200	20
Coursework (Project) for all units			210	21

Rules of combination:	All units are mandatory
Age Group:	19+
Programme Type:	Vendor/Industry

Management Information System & SQL Learning Hours Information Sheet

Unit Titles	Credits	Notional Learning Hours					Total
		Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	
01 Development and management of information system	2.0	8	6	2	2	2	20
02 Processing information	2.0	8	6	2	2	2	20
03 Computer networks	2.0	8	6	2	2	2	20
04 Computer security	2.0	8	6	2	2	2	20
05 Database transactions	2.0	8	6	2	2	2	20
06 Data integration	2.0	8	6	2	2	2	20
07 Decision support systems	2.0	8	6	2	2	2	20
08 Creating competitive advantages through IT	2.0	8	6	2	2	2	20
09 Building information systems	2.0	8	6	2	2	2	20
10 Management Information System roles	2.0	8	6	2	2	2	20
11 Information Technology and society	<u>2.0</u>	<u>8</u>	<u>6</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>20</u>
	22.0	88					220
Oracle SQL							
01 Relational database model	2.0	8	6	2	2	2	20
02 Using SELECT statement	2.0	8	6	2	2	2	20
03 Using the WHERE clause	2.0	8	6	2	2	2	20
04 Using functions in SQL	2.0	8	6	2	2	2	20
05 Group functions in SQL	2.0	8	6	2	2	2	20
06 Creating and altering tables	2.0	8	6	2	2	2	20
07 Data integrity constraints	2.0	8	6	2	2	2	20
08 System and object privileges	2.0	8	6	2	2	2	20
09 Data constraints	2.0	8	6	2	2	2	20
10 Update command, commit and rollback statements	2.0	8	6	2	2	2	20
11 With read only effects	2.0	8	6	2	2	2	20
12 Creating sequence	2.0	8	6	2	2	2	20
13 Authentication and create session privileges	2.0	8	6	2	2	2	20
14 Reports and formatting output	<u>2.0</u>	<u>8</u>	<u>6</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>20</u>
	28.0	112					280

Human Resource Management Learning Hours Information Sheet

[see Diploma in Human Resources]

Marketing Management Learning Hours Information Sheet

[see Diploma in Marketing]

Management Accounting Learning Hours Information Sheet
[see Diploma in Accounting & Finance]

Financial Management Learning Hours Information Sheet
[see Diploma in Finance]

Business & Computing Examinations (BCE)