



Organisation of
Qualifications & Awards

Course Handbook

Certificate In Business Administration

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CERTIFICATE IN BUSINESS ADMINISTRATION

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CERTIFICATE IN BUSINESS ADMINISTRATION

Aims

The **Certificate in Business Administration** course will introduce learners to the key financial, quantitative and economic theories and will highlight the way they will affect the decision making process of business organisations. The course will also introduce learners to the main functions of an organisation and will prepare learners for further studies in business administration and management

General Learning Objectives of the Course

On completion of the course learners will:

1. Have a good knowledge of the different functions within a business organisation and their contributions to the overall business operations
2. Be aware of key accounting principles that can impact on business decision-making
3. Have an understanding of the economic environmental influences on the operating environment of commercial and non-commercial organisations
4. Have a clear understanding of quantitative methods and theories used by organisations
5. Be able to explain the different types of business organisations

Entry Requirements

1. Three GCSE's / GCE`O' levels and one `A' level or equivalent qualification, or,
2. An approved Foundation Certificate.
3. Certificate or Diploma awards deemed to be equivalent to the above qualifications
4. A 5.5 score or above of an approved English Language Test or recognised school or college English Language Placement Test

Relevant experience is taken into consideration for students 21 years of age and over who have not completed any formal qualifications.

Subjects

1. Economics for Business
2. Principles of Accounting
3. Quantitative Methods for Management
4. Business Administration

Duration of the course

The course can be completed in one academic term of full-time study or one academic year of part-time study. There is flexibility in the mode of study preferred by individual learners and there are no time restrictions for the completion of the course of study

Examining Body

Examination questions are set by the individual study centres and they are moderated by the Organisation of Qualifications and Awards (OQA). Course assignments are set by the individual study centres and they are moderated by OQA

Exemptions

Exemptions are on a subject-for-subject basis and may be awarded at the discretion of OQA provided applicants already possess a relevant qualification at an appropriate academic level.

Assessments

The overall assessment and grade will be through:

- A final 3 hour **written examination** in each subject which will represent 70% of the overall mark and
- 2 **written coursework assessments/assignments** which will represent 30% of the overall mark.

Students must achieve an overall pass mark of 40% in each subject in order to successfully complete the course and be awarded the **Certificate in Business Administration**

Coursework assessments

Coursework assignments can take the following forms:

- a) **Mini Case Study:** Learners are asked to comprehend and analyse the content of a particular case study and will be required to answer specific questions by using their analytical skills
- b) **Mini Project:** The mini project is usually prepared by the learner after selecting the subject and having the approval on the outline from the lecturer of the course and should be presented by the end of the course. It can be a written document or a PowerPoint presentation
- c) **Midterm Examination:** It is a type of examination that usually covers half the material of the course containing subjective and analytical questions.
- d) **Class tests:** Timed class tests on a particular topic can also be used to assess learners' progress and improve their examination technique

Grading

The subjects will be graded in the following way:

70%+	Grade A	Distinction
60%-69%	Grade B	Credit
45%-59%	Grade C	Pass
40%-44%	Grade D	Marginal Pass
0%-39%	Grade F	Fail

The classifications given above will not be evidenced on the qualifications but will be shown on the transcript against individual subjects.

Certificates, examination and assessment results and transcripts.

Upon successful completion of the course learners will be issued with the Certificate confirming the successful completion of the course and will also be issued a transcript with the grades achieved for each subject. Learners will also be advised of their examination results and course assessment at the end of each examination series so they have an official record of all examination results achieved

Unit title: Economics for Trade and Industry

Unit code:

Level: Certificate- Level 4

Credits: 20

Main Aim(s) of the Unit

The main aim of this unit is provide learners with a sound knowledge of economic principles against an industrial and commercial background so that learners become aware of the effects on business of various government policies and actions, domestically and internationally.

Main Topics of Study

Introduction to Economics

Economics as a social science. Traditional, market and mixed economies. The role of governments. Value of economics to business and management.

Factors of Production

The meaning of factors of production. The division of labour. Specialisation and exchange. Economic change and its impact. Barriers to the mobility of labour. Combining the factors of production. Diminishing returns.

Prices, Markets and Competition

Price and value. Demand and supply. Elasticity of Demand and supply. Determination of market prices. Perfect competition, monopoly, monopolistic practices, oligopoly. Average and marginal revenues. Monopoly compared to perfect competition. Output under perfect competition.

Organisation and Scale of Production



Outputs and costs. Classification of costs. Economies of scale (internal and external). The growth of intentional firms and the survival of small firms. Diseconomies of scale and their implications.

National Income and its Distribution

National income and gross national product. Measuring the national income and distribution of income. Trade unions and collective bargaining. Demand and supply of labour. Wage determination. Economic rent. Savings, interest and structure of interest rates.

International Economics

Introduction to international economics. Comparative advantage and disadvantage and the gains from trade. Production functions. Economic growth and international trade. Balance of payments. Exchange rate adjustments. Exchange control and currency convertibility. Trade policy. Tariffs. Quotas. Economic and institutional effects. Other barriers to trade. International and Regional trade organisations. Investments and the multinational firm. Risk evaluation. International monetary systems. Economics and the EU and its members. Business environments and their effect on individual business.

Learning Outcomes for the Unit

Upon successful completion of the course students will be able to:

- 1) Analyse the basic principles of economics.
- 2) Recognise the characteristics and impact of international economics.
- 3) Understand the cause and effects of various business and economic environments
- 4) Understand the nature of risk associated with trade under different economic decisions
- 5) Appreciate the economic implications of the harmonisation programmes within free trading areas/zones.



Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods which enable student to demonstrate the learning outcomes for the Unit:

Final Examination	70%
Coursework	30%

Indicative Reading for this Unit:

Main Text:

Economics for Business J.Sloman, K. Hindle, D. Garratt 6th edition (FT Publishing International)

Essentials of Economics J. Sloman, D. Garratt 7th edition (Pearson)

Alternative Text and further reading:

Economics for Business D. Ward, D. Begg 5th edition (Mc Graw Hill Education)

Economics for Business C. Mulhearn, H. Vane (Palgrave)

Guideline for Teaching and learning time (10 hours per credit)

50 hours	Lectures / Seminars / Tutorials / Workshops: Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.
50 hours	Directed learning: Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc

100 hours

Self-managed learning:

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

Unit title: Principles of Accounting

Unit code:

Level: Certificate- Level 4

Credits: 20

Main Aim(s) of the Unit

The main aim of this unit is to introduce learners to the critical accounting concepts which will enable them to appreciate the financial implications of management decisions. Learners will also be introduced to financial methods and critical techniques that will enable them to evaluate the overall effectiveness of companies' operations.

Main Topics of Study

Financial Accounting

Introduction to Accounting. The framework. The Accounting equation. Double entry system. The ledgers. Balancing off accounts and the trial balance. Extracting a profit and loss account and a balance sheet of a sole trader from a trial balance. Additional consideration in final accounts. Returns in and out. Accruals and pre-payment. Accounting entries for depreciation of assets. Bad debts and provision for bad debts. Accounting concepts and standards.

Partnership and Limited Companies

The proprietary theory for partnerships. The appropriation of net profit. Formal requirements for company status. Types of shares. Share capital transactions. Loan capital. Profit and loss account and the balance sheet of a company. The disclosure of accounting information.

Control of Working Capital

Concepts of working capital. Control of debts. Allowances for bad debts. The control of creditors. Stock Control. Valuation of stock. Selecting the method of valuation. Funds flow analysis: the nature of funds flows, measuring funds flows, preparing sources and applications of funds statements.

Cost Accounting

Introduction to Cost Accounting. Break-even analysis. Break-even and profit charts. The role of Cost accounting in profit planning and management decision-making. Concept of contribution. Cost analysis for short-term tactical decisions. Budgeting for profitability. The budgeting process.

Learning Outcomes for the Unit

Upon successful completion of the course students will be able to:

- 1) Appreciate the critical dimensions of the preparation of a company's accounts.
- 2) Understand the purpose of key accounts and ledgers and their application.
- 3) Appreciate the processes of cost control and investment appraisal.
- 4) Identify sources and applications of finance.
- 5) Calculate costs, contributions and profits associated with companies' accounts
- 6) Use accounting ratios applicable to different measures of performance

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods which enable student to demonstrate the learning outcomes for the Unit:

Final Examination	70%
Coursework	30%

Indicative Reading for this Unit:

Main Text:

Accounting for Non-Accounting Students J. Dyson 7th edition FT Prentice Hall

Alternative Text and further reading:

Accounting Principles J. Weygardt 12th edition (Wiley)

Guideline for Teaching and learning time (10 hours per credit)

50 hours	Lectures / Seminars / Tutorials / Workshops: Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.
50 hours	Directed learning: Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc
100 hours	Self-managed learning: Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

**Unit Title Quantitative Methods for Management****Unit code:****Level:** Certificate- Level 4**Credits:** 20**Main Aim(s) of the Unit**

The main aim of this unit is to develop the analytical, mathematical and statistical skills of learners in order to improve their approach to solving problems or analysing and evaluating numerical information resulting from the research or surveys.

Main Topics of Study**Sources of Statistical Data**

Surveys and presentation of information. Published statistics. Primary and secondary data. Questionnaires. Sampling: choice of sample, sampling frame, random sampling, systematic sampling, stratified sampling, multi-stage sampling, quota sampling, cluster sampling, sample size, bias.

Presentation of Data

Frequency distributions. Tables, charts, discrete and continuous variable, grouped and ungrouped frequency distributions, visual displays, bar charts, line charts, pie charts, Gantt charts, histograms, graphs, scatter graphs, Z-charts.

Measures of Location and Dispersion

Statistical measures: the arithmetic mean. The arithmetic mean of grouped data. The media. The mode When to use the mean, median and mode. Quartiles. Quartile deviations. Standard deviations. Skewness. Measuring the degree of skewness.
The J -Curve.

Regression and Correlation

Regression and correlation: calculating and interpreting the regression line. Method of Least Squares. The correlation coefficient. Rank correlation. Interpretation and use of the correlation co-efficient.

Index Numbers and Time Series

Time series Analysis: seasonal and cyclical variations, trends, moving averages and forecasts. Index numbers: index relatives, price indices and quantity indices. Lespeyre and Paasche methods. Composite index numbers. Retail Price Index (UK) and Stock Exchange Indices.

Probability Theory

Essential principles of probability. Additional laws of probability. Multiplication laws. Tree diagrams. Mutually exclusive events.

Learning Outcomes for the Unit

Upon successful completion of the course students will be able to:

- 1) Use appropriate quantitative methods and techniques in the solution of statistical problems.
- 2) Present numerical information in different forms.
- 3) Explain relationships between different types of data.
- 4) Appreciate the numerous applications of statistical and other quantitative methods in business.
- 5) Appreciate the role statistical methods have in decision making.



Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods which enable student to demonstrate the learning outcomes for the Unit:

Final Examination	70%
Coursework	30%

Indicative Reading for this Unit:

Main Text:

Essentials Quantitative Methods for Business, Management and Finance
L. Oakshott (Palgrave)

Alternative Text and further reading:

Quantitative Approaches in Business Studies C. Morris (FT Prentice Hall)

Guideline for Teaching and learning time (10 hours per credit)

50 hours	Lectures / Seminars / Tutorials / Workshops: Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.
50 hours	Directed learning: Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc
100 hours	Self-managed learning: Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.



Unit title **Business Administration**

Unit code:

Level: Certificate- Level 4

Credits: 20

Main Aim(s) of the Unit

The main aim of this unit is to provide learners with a clear understanding of the influences on organisational structure and behaviour and will provide a form understanding of the different key functions required to respond effectively to dynamic domestic and international business environments.

Main Topics of Study

Introduction to Business Administration and Management

Differences between administration and management. Development of management thought: scientific management. Human Relations management. Classical. The systems school/ approach. The process of management. Management activities planning, organising, co-ordinating, command control. The manager today.

The Nature of Business Activity

Classification of businesses. Self-employed, partnership, limited companies, public limited companies. Sources of capital. Institutions providing finance. The external environment or organisations.

Corporate Strategy and Planning

Forecasting: influences, benefits, limitations and methods. Policy making and influences on policy formulation. Management by objectives (MBO). Introduction to corporate planning. Management information systems (MIS). Decision-making; types of decisions, decision making process, primary and secondary data, charts and graphs, sources of information.



Organisations

Formal and informal structures. Levels of organisation. Principles of organisation. Authority and responsibility. Delegation. Organisational change. Motivation, morale and discipline. Internal communication media. Conditions to effective communication leadership theories.

Production Management

Planning. Control. Types of production. Factory layout and location. Materials handling. Research and development(R and D).Automation. Quality Control.

Personnel Management

Position in organisation. Personnel policy. Responsibilities. Manpower planning. Recruitment, selection, interviewing, selection and engagement. Induction and training. Introduction to industrial relations.

Office Management

Office layout. Office equipment. Clerical functions. Office systems. Advanced control techniques.

Learning Outcomes for the Unit

Upon successful completion of the course students will be able to:

- 1) Understand the main functions within a business organisation.
- 2) Appreciate the importance of new technologies to the efficient running of business enterprises.
- 3) Explain the vital managerial skills and responsibilities.
- 4) Evaluate the methods used to achieve full integration of effort involving all the departments of an organisation.
- 5) Comment on the key activities associated with the key functions of a business organisation



Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods which enable student to demonstrate the learning outcomes for the Unit:

Final Examination	70%
Coursework	30%

Indicative Reading for this Unit:

Main Text:

Business Administration A. Douglas 4th edition Gill and Mc Millan

Alternative Text and further reading:

Business Administration P. Thuis, R. Stuive (Routledge)

Guideline for Teaching and learning time (10 hours per credit)

50 hours	<p>Lectures / Seminars / Tutorials / Workshops:</p> <p>Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.</p>
50 hours	<p>Directed learning:</p> <p>Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc</p>
100 hours	<p>Self managed learning:</p> <p>Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.</p>

ACADEMIC INTEGRITY

CHEATING

Cheating on exams or other work submitted in fulfillment of course requirements will result in disciplinary action. Cheating discovered during an exam will result in the exam being collected and the student being dismissed and a FAIL grade will be awarded. Students will be allowed to re-sit the failed examination in a future examination period

PLAGIARISM

Plagiarism is the presentation of someone else's ideas or words as your own. Paraphrasing or extensive rewriting of another's work is still plagiarism if credit is not given to the author and a citation of where the information can be found is not listed This also applies to ideas or words borrowed from the Internet.

A learner who presents plagiarized work be awarded a FAIL grade but will be allowed to re-submit the work at a later date

UNAUTHORIZED COLLABORATION

Collaborating on mini projects, case studies or other academic exercises without prior approval is considered unauthorized collaboration and will be awarded a FAIL grade, Learners who want to confer or collaborate with one another on work for academic credit should seek prior approval from the awarding body or from the study centre.

FALSIFICATION

Learners who misrepresent material or fabricate information in an academic exercise or assignment (false or misleading citations, falsification of experiments or computer data) will be awarded a FAIL grade and will be asked to re-submit their work

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