

Business Admin - Level 3

At Excel College we deliver the **City and Guilds Level 3 Certificate in Business Administration (4413-03)**. This course is vocational and aimed at students with a strong interest in business for their future study and work. Indeed, the qualification is recognised by many employers across a wide range of industries and organisations. This qualification can provide useful recognition of professional competence to aid you to move up from one job role to another, for example, into supervisory and/or management roles.

Some universities may consider this qualification as part of your application portfolio, especially when applying for business courses. In Summer 2010, City & Guilds will be migrating its qualifications onto the Qualification Credit Framework (QCF) which will give the certificate a Credit Value that can be used on all university applications.

Course Description

This course is intended for students with an upper-intermediate / advanced level of English who would like to acquire an understanding of business as used in the professional world. It is hoped that students will have an existing understanding of business concepts (or even a business qualification from their home country); however, previous subject knowledge or experience is not essential.

The **Business Administration Certificate** totals 15 hours per week. Students are also expected to do at least 5 hours a week of independent study – especially for those students with no work experience. It is strongly recommended that students examine case studies, read newspapers and articles in their spare time.

In general, Excel College recommends that students combine this course with our City and Guilds IT course (7266) and/or our Business and Legal English courses.

Topic Areas

Managing the Business Environment

- Outcome 1 – Explain the operation of the organization
- Outcome 2 – Apply legislation within the business environment
- Outcome 3 – Monitor the meeting of organisational Requirements

Ensuring Effective Work within the Business Environment

- Outcome 1 – Plan the work of self and others
- Outcome 2 – Manage and improve communication and information systems
- Outcome 3 – Explain the use of information technology
- Outcome 4 – Continuously improve self, others and the organisation

Course Details

The course uses materials that provide exposure to real world business concepts and contemporary developments. During the course, students will develop their skills in business and communication. This will include:

- interpreting and analysing business scenarios
- business correspondence in the form of letters and e-mails
- reading academic articles from business and finance journals
- watching business news on news media
- detailed analysis of the legal environment in which business operates
- how ICT is incorporated into modern business

In order to achieve the Certificate, students will need to successfully pass one written assignment and one online multiple choice test; these assessments will cover outcomes from both units.

This qualification offers learners the opportunity to progress in their work role by developing a wide range of business and administrative competences.

Students who have previously studied on our City & Guilds IT course may be able to use these credits to upgrade their **Business Administration Certificate** to a **Diploma (4413-13)**. Most students prefer to focus on the business theory elements of the course; however, students who excel in their business study may be allowed to move across to study IT in the later terms and thereby upgrade their Certificate to a Diploma – this decision will depend on the student’s business study competence and is made at the discretion of the class teacher.

Summary

Hours:	15 hours per week
Time:	10:00 – 13:00 / 14:00 – 17:00
Days:	Monday – Friday
Fees:	For up to date prices, see our website: www.excel-college.com/fees.php Our fees cover City&Guilds registration and course certificates

