



LONDON CAPITAL COMPUTER COLLEGE

Business Rationale

Forget the cynics, a Business qualification is important. The role of business is to make the world a better place for everyone - creating wealth and well-being, prosperity, jobs and choices.

There is a strong argument that in the future everyone will need to have had a business education. Whatever you do in your professional life, the chances are that it will involve some 'business'. Scientists, engineers, even artists, will inevitably have to understand at least the basics of business, and probably a lot more.

Business services are essential to every British business, either as a core activity or as a support to the core activities. Business services can be internally or externally provided to a business. Business services are those activities which bind an organisation together, enable it to function and connect it to its customers and community. As such, 'Business Services' represents both an industry sector (comprising those firms which provide a business service to other companies) and an occupational grouping (comprising those workers in all industries who are providing a business service within their own company).

Business services include management, administration, human resource management, marketing, accounting, business economics and finance. In 2005, the financial services alone employed 1.1 million people across UK. The business services workforce is the second largest cross-industry occupational group in UK. While the total number of business service workers has remained fairly steady since the early 1990s, the size of the workforce ensures that the sector will provide current and future candidates with employment opportunities. It is likely that employers will require higher-level skills and place a greater emphasis on formal qualifications.

The inclusion of industry-recognised business courses will allow candidates develop a range of skills which will give them access to both long-term and short-term employment opportunities.

Our mandate is to enable learners to develop individual potential and to acquire the knowledge, skills, and attitudes needed to contribute to a healthy society and a prosperous and sustainable economy. To develop an effective and prosperous economy, UK and the rest of the world require people who understand economics and business principles and possess the creativity and skills to apply them in inventive ways.

To participate fully in society, people need to be aware of the impact of economic forces in their lives. Economic literacy enables them to better understand the ramifications of economic changes that cause individuals, businesses, and societies to make critical choices concerning the allocation of resources. As national economies become increasingly interrelated and interdependent, individuals and businesses need to understand both the economic forces shaping society and the ethical considerations of their decisions.

The study of accounting, economics and business provides a variety of strategies that candidates can use as citizens in their public and private lives. They develop research, evaluation, communications, teamwork, and technological skills which will not only give them an advantage but also will make them more aware of the value of both co-operation and competition in their social, personal, and vocational pursuits.

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As tomorrow's leaders, today's candidates must be able to envision the long-term implications of issues and changes within their communities, their country, and the world. They must also be confident in their abilities to respond effectively to these challenges. The business studies curricula emphasize creative and critical thinking in both independent and co-operative activities and provide candidates with opportunities to solve problems while applying skills and knowledge in practical ways to a variety of situations.

The rapid rate of technological change affects families, workplaces, communities, and environment. For example, individuals frequently change jobs to adapt to changing working conditions. In such a world, candidates need to be increasingly entrepreneurial and flexible. Business studies prepare candidates for this new reality by incorporating the challenges of technology, recognising the evolving roles of women and men, and fostering the concept of lifelong learning.

Aim and approach of the Business Curriculum

The aim of this curriculum is to help candidates develop sufficient business knowledge and the lifelong learning patterns they need to live and work effectively in a business oriented society. To achieve this, the curriculum provides a framework for candidates to learn how to solve different business problems using different platforms i.e. administration, communication, accounting, marketing, and human resources etc.

The business studies curricula are foundations upon which candidates build an understanding of economic, accounting, finance, marketing, human resource and business concepts and their applications. Business is the process by which individuals, organisations, and societies interact to improve their economic well-being through the exchange of products, services, and ideas. The ability to make individual decisions based on choice is essential to this process.

In UK's free enterprise system, there are four major issues to address:

- what to produce with our available resources
- how to produce goods and services
- how to distribute goods and services
- how to effectively manage and sustain the production and distribution of goods and services

The curriculum addresses these questions by presenting a sequence of business principles, accounting, management, finance, marketing and economics concepts and skill development that respond to candidates' increasing sophistication and skill levels.

The business studies provide a framework within which a variety of perspectives may be integrated, including those of small business, corporate business, government, labour unions, workers, economists, and entrepreneurs. The viewpoints of employees, consumers, and employers are also considered. High ethical and environmental standards for the workplace and for business and consumer practices are emphasised.

Business studies help candidates understand an individual's place in the national and global economy. It also provide candidates with practical skills that can be applied in their daily lives, now and in the future, and enhance their employability skills.

Certificate

Candidates become aware that transactions are all around them. They begin to understand the role of business communication in their lives and explore technology as a helpful tool. They use money as a medium of exchange and understand business from a personal perspective. Candidates begin to appreciate the impact that business transactions have on individuals and society. Candidates become aware that people exchange goods and services. They begin to understand the role business accounting, organisation, communication and HTML activities play in their lives. This level emphasise on:

- participate in the collection, organisation, and presentation of financial information

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- practise respectful communication when carrying out personal transactions
- talk about some elements of the workplace
- work with simple business forms and types of record keeping
- use computers for business transactions
- understand the role of businesses in the economy
- look at entrepreneurial activity and explore its role in an economy
- explore the contribution of public, private, and not-for-profit activities

Achievements Expected - It is expected that on completion of the Certificate level, candidates will be able to:

- develop and use skills and strategies in both business and personal communication
- choose and use appropriate methods of communication
- produce various documents using industry-standard software
- understand the importance of accounting in business
- acquire the skills to work with the accounting equation
- research, plan, and produce both oral and written reports
- apply group problem-solving and decision-making skills to complete business tasks
- demonstrate a willingness to participate as a member of a team
- describe the relationship between debit and credit entries
- explain the relationships among assets, liabilities, and owner's equity
- describe the relationships among journals, ledgers, trial balances, and financial statements in the accounting cycle
- justify the use of accounts in business
- compare various career opportunities in bookkeeping and accounting
- understand organisational functional departments
- describe different types of companies

Diploma

Candidates become increasingly sophisticated in their understanding of business. They reach a higher level of performance in business literacy and learn about social responsibility in the world of work. They consider cultural, ethical, and legal implications of applied business practices.

Candidates gain an understanding of the role of government in an economic system. They identify the key elements of a simple economy (factors of production) and begin to understand that the exchange of goods in all sectors of the economy has an economic impact. This level emphasise on:

- use a variety of business technologies, including software, to conduct research and to solve business problems
- model ethical and acceptable behaviour when engaged in business communication and when making business transactions
- use interpersonal and teamwork skills in business opportunities and in resolving business problems
- select, justify, and implement the technology needed to accomplish business tasks
- identify and analyse skills needed to manage information in a business operation
- identify and demonstrate ethical standards with respect to privacy, confidentiality, and personal behaviour appropriate to business settings
- explore the financial and ethical requirements and obligations associated with establishing and operating a small business
- provide examples of entrepreneurial activity

Achievements Expected - It is expected that on completion of the Diploma level, candidates will be able to:

- describe the financial status of enterprises based on analysis of financial statements

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- demonstrate acknowledgment of and respect for the different attributes, opinions, and roles of team members
- explain the importance of ethics, integrity, and honesty in finance
- explain the contribution of leadership and teamwork to the workplace environment
- assess the current and projected financial strength of a business using financial statements
- compare financial reporting used in single proprietorships, partnerships, and corporations
- prepare basic payroll, remittances, and required payroll tax documents
- assess, choose, and justify appropriate marketing strategy
- apply inventory accounting methods using software
- compare periodic and perpetual inventory methods
- explain the use of sales journals, purchase journals, cash receipt journals, and cash payment journals in merchandising businesses
- demonstrate proficiency in using accounts receivable, accounts payable, and merchandise accounting procedures
- demonstrate proficiency in using cash control procedures
- defend the need for security systems, data protection, and backup for accounting records
- apply managerial skills
- appreciate the importance of GAAP
- deal with staff and employee problems
- implement different projects
- explain the importance of ethics, integrity, and honesty in accounting
- explain the role of accounting in business
- describe the marketing environment

Advanced

Candidates make use of sophisticated tools to increase and refine their skills and knowledge while solving complex and varied business problems. They prepare for University and employment opportunities through meaningful activities within the college and community. In this way, candidates grasp the relevance of employability skills and the significance of employability skills and the significance of their business education experience. This level emphasise on:

- design and produce business plans to market products, services, or ideas
- use web site information to identify and explore business opportunities
- understand the integration and use of business technologies in the workplace
- analyse and demonstrate personal skills applicable to a business setting
- develop high levels of proficiency in accounting, marketing, human resource, finance and management
- explore marketing as it applies to organisations and individual initiatives, locally and globally
- carry out accounting practices using industry-standard software
- understand and appreciate the contribution of entrepreneurial activity to business and the economy
- develop economic literacy with respect to the use of resources by individuals, businesses, and governments
- investigate the potential of advertising in marketing

Achievements Expected - It is expected that on completion of the Advanced Diploma level, candidates will be able to:

- identify sources and uses of cash related to the cash flow statement

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- differentiate between the accounting needs of service and merchandising businesses
- describe relationships among different forms of capital and current assets
- describe career opportunities associated with various fields of accounting, finance, human resource, marketing and management.
- analyse financial statements and changes in financial position for various businesses
- explain the use of budgeting in managing personal and business finances
- defend recommendations based on a comparison of budgeted and actual transactions
- explain methods used to issue debt, common and preferred shares, bonds, and promissory notes
- propose methods to deal with employee errors, theft, and fraud
- compare different types of investments
- explain and justify the use of various inventory methods