

Business Studies



Our courses provide students with a range of learning skills and qualifications that are transferable to a variety of lifestyles and vocational areas. Where appropriate, courses are studied at various NVQ levels, with continuous assessment of competence and ability allowing students to work at their own pace and build up to a full award. Single subject qualifications are also offered. All courses are related to business, literacy and numeracy skills and can be usefully applied to many occupations. No previous qualifications are needed to begin an NVQ course, and learners can be entered at any level depending on their experience.

Using ICT

Entry Level Certificate (Entry 3)

This qualification is designed to recognise candidates' practical skills in using information technology and to carry out straightforward tasks in a range of vocational contexts.

Course content:

- Displaying information using ICT
- Using ICT to find information
- Communicating information using ICT
- Producing charts using ICT

OCR NVQ for IT Users

This NVQ qualification is for people who use IT skills in their day to day work. It is accessible by all and is available at Level 1, Level 2 and Level 3. No previous knowledge is necessary for Level 1. The course is designed to allow progression through the levels and/or to other IT qualifications within the National Qualifications Framework.

Course content:

- Make selective use of IT (mandatory unit)

The content is then flexible dependent upon own choice or ability. A minimum of 3 optional units must be chosen but other units can be added to develop IT skills.

- Use IT systems
- Operate a computer
- Use IT to exchange information
- Artwork and imaging software (digital cameras)
- Internet and intranets
- Email
- Website software
- Presentation software (use of PowerPoint)
- Spreadsheet software
- Database software
- Word processing software

- IT trouble-shooting for users
- IT maintenance for users
- IT security for users
- Specialist or bespoke software
- Evaluate the impact of IT

Certificate for IT Users (CLAIT)

This qualification is designed to recognise the skills, knowledge and understanding of IT users. It will equip learners with knowledge to meet the demands of the modern workplace. Skills gained are transferable to NVQ for IT Users.

Certificate for IT Users (New CLAIT)

To achieve a full certificate students must achieve the core unit plus 2 optional units, which are chosen upon preference or ability. Individual unit certificates can also be achieved.

- Unit 1: File management and e-document production
- Unit 2: Creating spreadsheets and graphs
- Unit 3: Database manipulation
- Unit 4: e-Publication creation
- Unit 5: Create an e-presentation
- Unit 6: e-Image creation
- Unit 7: Web page creation
- Unit 8: Online communication

Level 2 Certificate for IT Users (CLAIT Plus)

To achieve a full certificate students must achieve the core unit plus 2 optional units, which are chosen upon preference or ability. Individual unit certificates can also be achieved.

- Unit 1: Integrated e-document production
- Unit 2: Manipulating spreadsheets and graphs
- Unit 3: Creating and using a databases
- Unit 4: e-Publication design
- Unit 5: Design an e-presentation
- Unit 6: e-Image manipulation
- Unit 7: Website creation
- Unit 8: Electronic communication

Text Processing

This course has been designed to develop valuable skills in text production, word processing, business presentations (using PowerPoint software), mail merge, and document presentation. These modular awards are widely recognised as benchmark qualifications in text processing. Training is offered from Initial through to Advanced standards. The course can cater for individual units or for those who want to complete additional units to achieve a Diploma in Text Processing.

Course content includes:

- Business letters and memos
- Reports and articles
- Tabulation and ruled tables
- Use of datafiles
- Create PowerPoint slides including organisation, pie and bar charts

Business and Administration

NVQ Level 1

This is a one-year competence-based course, designed to enable students to develop the basic knowledge and self-discipline needed to provide a good background in administration. No formal entry qualifications are necessary.

Course content:

- Teamwork
- Routine documents
- Risks to health and safety

Plus 2 optional units

NVQ Level 2

This two-year course is designed to enable students to develop their skills to meet the needs of today's employment market. Entry requirements are Administration NVQ Level 1 or previous relevant experience.

Course content:

- Teamwork
- Plan, organise and improve work
- Communicate information
- Prepare and print documents using a computer
- Actions to reduce health and safety

Plus 3 further optional units

NVQ Level 3

The aim of this two-year course is to enable students to develop their supervisory skills and to further their knowledge of the working environment. Entry requirements are Administration NVQ Level 2 or previous relevant experience.

Course content:

- Effective working relationships
- Improvement of performance
- Co-ordinating administration services
- Research, prepare and supply information

Plus 4 further optional units

Centralised Office Services

As part of the course students undertake training to provide these essential services to the whole College. The office is situated alongside main reception so is at the centre of College life.

Students will learn to:

- Co-ordinate College internal/external post
- Deal with internal/external visitors and clients
- Prepare documents and booklets
- Use minicom/fax for communications
- Photocopy to specific requests

Computerised Accounts (Optional)

This qualification is not part of the normal timetable but can be offered to suitable candidates as part of their enrichment activities.

Course content:

- Create customer/supplier/nominal ledger accounts
- Complete and total batch control
- Input invoices and credit notes
- Enter cash and bank transactions
- Correct errors by means of journal entries
- Produce printouts of financial reports