

# BUSINESS STUDIES

**OUR BUSINESS STUDIES DEPARTMENT OFFERS YOU THE OPPORTUNITY TO STUDY ACROSS A WIDE RANGE OF BUSINESS SUBJECTS, FOLLOWING ACADEMIC AND/OR VOCATIONAL ROUTES.**

Our full-time courses are always popular but you can also study part-time by attending in a variety of ways. You will learn in up-to-date facilities and be supported by experienced and committed tutors, who are invariably able to apply the benefit of their own industrial experience to class-based activities.

Advice and guidance on career and university progression is always available to you; we have had a significant number of very successful students in the past.

We also offer a comprehensive range of courses in higher education and professional qualifications for you to progress onto.

Achievement levels are consistently above national averages and new qualifications are continuously being introduced.

For further information on careers in Business visit:  
**[www.aimhigherwm-alps.org](http://www.aimhigherwm-alps.org)** or call Student Services on **01384 363363** for a careers interview.

## **ACCOUNTING**

AAT NVQ - LEVEL 2

REF: 2885

### **WHICH CAMPUS?**

Broadway Campus

### **WHAT WILL I STUDY?**

This course provides foundation level training in accounting procedures and practices. This qualification leads to an Association of Accounting Technician qualification or foundation level. During the course you will study:

- Recording Income and Receipts
- Making Payments
- Prepare Ledger Balances and initial Trial Balance
- Supply Information for Management Control
- Working with Computers
- Health & Safety
- Personal Effectiveness
- Key Skills
- Financial Planning

### **HOW WILL I BE ASSESSED?**

An examination takes place during June and simulations throughout the year.

### **WHAT ARE THE ENTRY REQUIREMENTS?**

You will need to have achieved 5 GCSEs at grades A to C to include English and Maths and have attended an interview with the course tutor.

### **HOW LONG?**

1 year.

### **WHAT NEXT?**

AAT NVQ Accounting Level 3.

## **ACCOUNTING**

AAT NVQ - LEVEL 3

REF:2856

### **WHICH CAMPUS?**

Broadway Campus

### **WHAT WILL I STUDY?**

This course is for you if you want to become competent in financial and managerial accounting at an intermediate level. You will study:

- Maintaining Financial Records
- Preparing Accounts
- Recording and Evaluating Costs and Revenues
- Key Skills
- Financial Planning

### **HOW WILL I BE ASSESSED?**

You will be assessed by examinations and two simulations.

### **WHAT ARE THE ENTRY REQUIREMENTS?**

You will need to have achieved AAT in Accounting NVQ Level 2.

### **HOW LONG?**

1 year.

### **WHAT NEXT?**

AAT NVQ Level 4 Accounting.



# BUSINESS

BTEC FIRST DIPLOMA - LEVEL 2

REF: 1484

## WHICH CAMPUS?

Broadway Campus

## WHAT WILL I STUDY?

This is a vocational course that will provide you with information about business organisations and prepare you for employment in a variety of business activities such as Accounting, Administration, Customer Service, IT, Personnel and Sales. You will study:

### Core units

- Exploring business purpose
- Developing customer relations
- Investigating financial control

### 3 specialist units chosen from:

- Business communication
- People in organisations
- Providing business and administration support
- Personal selling
- Business online
- Starting up a small business
- Key skills of Communication, Information Technology and Application of Number.

## HOW WILL I BE ASSESSED?

The course is assessed by assignments based on realistic workplace situations, activities and demands.

## WHAT ARE THE ENTRY REQUIREMENTS?

You will need a minimum of 4 GCSEs, one at grade C and 3 at grade D - G and a reasonable standard of Literacy and Numeracy, or other related Level 1 or Level 2 qualifications or relevant work experience.

Students without qualifications who have relevant practical work experience are welcome to apply.

## HOW LONG?

1 year.

## WHAT NEXT?

BTEC National Award/Diploma in Business or a programme of GCE AS/A levels.

**Career options:** A junior position in Sales, Marketing, Customer Service, Finance or Resources.

# BUSINESS

BTEC NATIONAL AWARD/DIPLOMA - LEVEL 3

REF: 2792

## WHICH CAMPUS?

Broadway Campus

## WHAT WILL I STUDY?

The course will provide a range of business skills and knowledge if you want to work in the field of business and commerce. You will take the National Award in the first year and on successful completion of this progress to the National Diploma.

The course consists of 18 Units, which is made up of 4 compulsory units and 14 optional units. You will study:

### Compulsory units (4)

- Exploring Business Activity
- Investigating Business Resources
- Introduction to Marketing
- Effective People, Communication and Information

### Optional Units (14)

Taken from a wide list of choices, but mainly in the following areas:

- Finance
- Marketing
- Personnel/Human Resources
- Law
- Management
- Administration
- E-Business
- Retail

## HOW WILL I BE ASSESSED?

The course is assessed by assignments only. You will learn by completing projects and assignments that are based on realistic workplace situations, activities and demands.

## WHAT ARE THE ENTRY REQUIREMENTS?

You should have one of the following qualifications: 4 GCSEs at grade C or above to include Maths and English

**OR** GNVQ Intermediate

**OR** BTEC First Diploma at merit level

**OR** Relevant practical work experience.

## HOW LONG?

2 years.

## WHAT NEXT?

HNC/HND in Business, BA in Business. Various part-time courses in Business, Marketing, Finance, Management and Human Resource Management.

## **OTHER COURSES AVAILABLE**

### **APPRENTICESHIPS:**

(SEE APPRENTICESHIPS SECTION FOR INFO)

Accounting Apprenticeship & Advanced Apprenticeship NVQ - Level 2 & 3 (REF: 1577)

Customer Service Apprenticeship & Advanced Apprenticeship NVQ - Level 2 & 3 (REF: 1834)

### **'A' LEVELS**

(SEE 'A' LEVELS SECTION FOR INFO)

Accounting AS/A2 - Level 3 (REF: 2010)

Business (Applied) AS - Level 3 (REF: 2015)

Business (Applied) A2 - Level 3 (REF: 2809)

Law AS/A2 - Level 3 (REF: 2017)

