

BUSINESS AND MANAGEMENT **COURSE DETAILS**

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BUSINESS AND MANAGEMENT

In today's changing world of commerce, employers want **well-trained business managers** who can make a real difference in their organisation. In fact, a business qualification can lead to a **wide range of career opportunities**, not just in the commercial sector, but increasingly in the public sector and not-for-profit organisations. Study towards your business qualification at Oxford House College and you will also have the advantage of studying in London, the principal business city in Europe and together with New York the most important city of commerce in the world.

You can be part of this **dynamic business environment** by choosing to start your business career at Oxford House College.

On this course you will develop essential management skills and achieve qualifications which will add value to your employability across a broad range of business areas.

Is this course for me?

Many of our students taking this course are **school leavers** who want to start a career in a business field such as business management, marketing, finance or human resource management. However, even if you are already in a business management position, this course will **enhance your qualifications and employability** to enable you to work in a more senior role.

The good thing is that you can **start at a level that suits your existing academic qualifications**. Neither does it make any difference if you are a UK student or an International student, because our qualifications are **globally recognised**.

Entry Requirements:

- 2 A-Levels and 4 GCSEs (Grades A*-C)
- IELTS certificate (with a score of **at least 5.5**) for non-native English speakers or the NCC Education Higher English Placement Test.

Recognised international **equivalents** of these qualifications are acceptable. Students may also be exempt from A-Level requirements if they have substantial work experience.

Start Dates:

- January / March / June / September

Course Location:

- London

Study Methods:

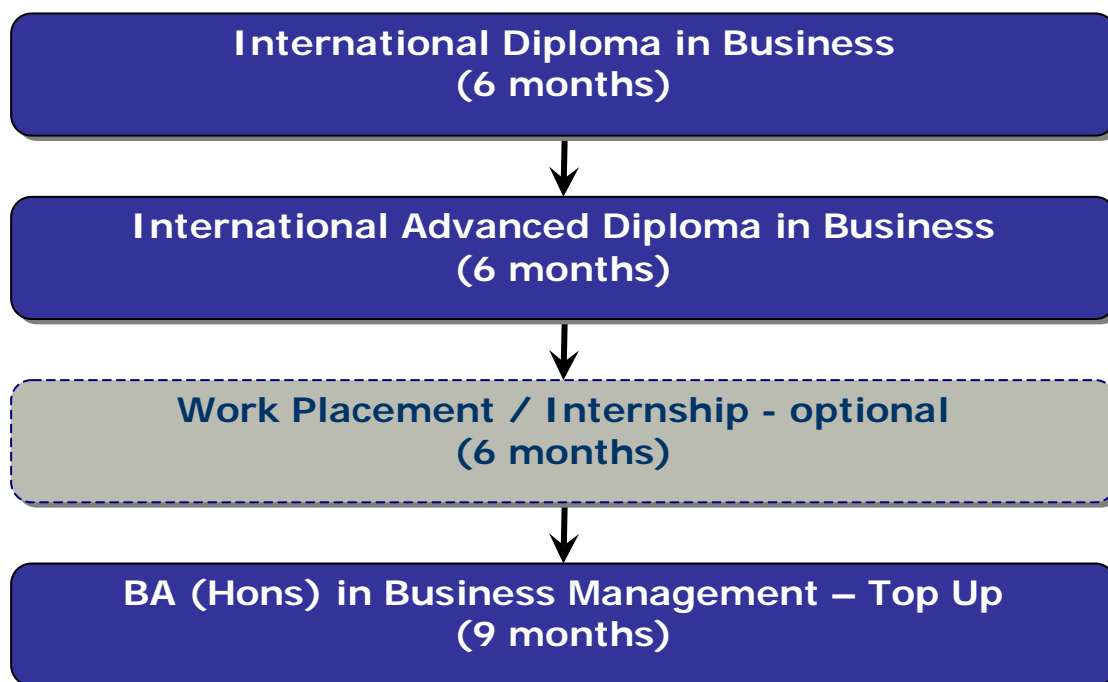
- Full Time

Awarding Bodies:

- **NCC Education** for the International Diploma and International Advanced Diploma
- **University of Sunderland** for the BA (Hons) in Business Management

Start at a level that matches your current academic qualifications and work experience!

PROGRESS CHART



INTERNATIONAL DIPLOMA IN BUSINESS **(6 months)**

The **International Diploma in Business** will give you a thorough **introduction** to the basic principles, policies and procedures that together make up the business environment. After completing this Diploma course, you will have a solid foundation for your further studies in business.

Course modules:

1. Business Communications

The purpose of the Business Communications module is to give you a general introduction to personal and interpersonal communication skills in both formal and informal business settings.

This course will help develop your sensitivity to other people's ideas and attitudes, and you will be able to relate the interpersonal communication skills that you already have to the broader information needs of an organisation.

After successfully completing this module, you will be able to communicate effectively in a culturally diverse organisation, with a genuine understanding of the information needs of various employees.

Please note: This module will be assessed by a global examination.

2. eBusiness

Electronic Commerce is becoming increasingly important in today's business and IT environments. This dynamic and changing topic contains a combination of business management and technology issues that you as a junior professional will have to master successfully

The aim is to provide you with a thorough understanding of the major issues associated with the development of E-Commerce solutions and applications as they relate to both the business and technological environments.

Please note: This module will be assessed by a global assignment.

3. Fundamentals of Economics

Economic forces cannot be controlled, so in order to operate successfully, managers need to analyse, monitor and forecast the impact these forces have on the market and on their business. This

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course will introduce you to fundamental concepts of economics, and to models and techniques that managers can use to help them make quality decisions.

Some topics you will examine include the problem of scarcity and opportunity cost, different market structures, supply and demand models and the concept of price elasticity.

Please note: This module will be assessed by a global assignment.

4. Introduction to Finance

This module will give you a thorough introduction to the principles of financial and management accounting, and how they can be applied in the business environment.

Topics you will cover as part of the syllabus include the preparation of Profit & Loss accounts, the Balance Sheet and the Cash Flow Statement for sole traders and limited liability companies. You will also investigate the characteristics of cost behaviour and budgeting.

Please note: This module will be assessed by a global examination.

5. Marketing

Marketing plays a vital role in today's increasingly dynamic and competitive business environment. This module will teach you how managers apply marketing principles to planning, implementing and controlling strategies to achieve marketing and corporate objectives in an organisation.

You will cover key marketing concepts such as market segmentation, target marketing, product positioning and product life cycles.

Please note: This module will be assessed by a global assignment.

6. Organisational & Business Structures

In this module, you will investigate the objectives, roles, functions and various forms of business organisations as they adapt to a changing environment. After completing this module, you should have an in-depth understanding of the nature of the management process in action. You will also learn how to relate the theories of management to actual practice in the business environment.

Please note: This module will be assessed by a global assignment.

7. Essentials of Management

The Principles of Management module of your Diploma course will give you a good foundation of the basic concepts and functions related to management. To develop your understanding of the manager's role, this module will cover key management activities like planning, organising, delegating and implementing the strategies and goals of an organisation.

Leaders have the ability to influence and motivate others, so you will examine common characteristics and personality traits that strong leaders share. You will also learn about the process of co-ordinating and allocating limited resources efficiently between different departments of an organisation.

Please note: This module will be assessed by a global examination.

8. Principles of Quantitative Methods

This module will provide you with an introduction to numeric rules and basic mathematical data that managers need to help them in the decision-making process. It will explain how you can present and analyse business data by using numbers, equations, tables and graphs.

Please note: This module will be assessed by a global examination.

INTERNATIONAL ADVANCED DIPLOMA IN BUSINESS (6 months)

The **International Advanced Diploma in Business** courses builds on the knowledge you have gained in your prior studies. It aims to **further develop** your managerial knowledge and awareness.

Course modules:

1. Applications of Financial Control

This module covers advanced financial and management accounting theory and techniques to build on the knowledge you have gained from your prior studies. After completing this module successfully, you should be able to analyse and interpret financial statements, prepare investment appraisal reports and apply what you have learnt in your future career.

Specific topics you will cover include Limited Company accounts, partnership accounts, ratios, consolidation of financial statements and much more.

Please note: This module will be assessed by a global examination.

2. Consumer Behaviour

In order to deliver superior value to their customers, managers must be able to identify the needs and expectations that motivate their behaviour. The Consumer Behaviour module will develop your awareness of the social, cultural and economic factors that influence the consumer's decision-making.

On this part of the course you will cover topics like consumer research, segmentation and tools of influence to give you a customer-focused perspective needed in today's customer-controlled market environment.

Please note: This module will be assessed by a global assignment.

3. Cross Cultural Awareness

As an increasing number of companies are gaining a global reach, managing cultural differences is fast becoming part of every job. In this module you will explore how culture affects management

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info@oxfordhousegroup.com / www.oxfordhousecollege.co.uk/management

practices, from organisational structure to strategy and human resources

management. You will learn how to be sensitive to your own and other people's cultures.

Please note: This module will be assessed by a global assignment.

4. Human Resources Management

In this module you will examine the dynamic role of human resources management philosophies, policies and practices in the business environment and how they can contribute to organisation goals.

You will gain an understanding of the influence of the various internal and external environments on current practices and developments in the management of human resources.

After successfully completing the Human Resources Management module, you should be able to demonstrate your ability by applying knowledge of human resources management in the analysis of and the solutions to management situations and problems.

Please note: This module will be assessed by a global assignment.

5. Managerial Economics

There are various economic tools that managers can use to help them make quality decisions in the business environment. In this module, you will explore these techniques and how they can help the organisation achieve their objectives most efficiently by applying micro and macro-economic theory and tools of decision science.

Some topics you will cover during the course include statistics and quantitative methods, capital budgeting, elasticity of demand, costing analysis and different market structures.

Please note: This module will be assessed by a global examination.

6. Marketing Management

Managers need to view the role of marketing as critical to their organisation. The Marketing Management module will help you analyse the changing marketing environment, engage in creative market-oriented thinking and be aware of the interplay between marketing and other managerial roles within an organisation.

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You will learn how to develop creative marketing and pricing strategies that may give your organisation a competitive advantage over rivals in the industry.

Please note: This module will be assessed by a global assignment.

7. Operations Management

The Operations Management function is all about creating and sustaining effective and efficient operations that deliver products and services in a manner that achieves the objectives of the organisation, considering cost, quality, flexibility, dependability and speed aspects.

As an operations manager, you will deal with planning and designing activities from the location of the manufacturing or service company through to the acquisition of raw materials and delivery of complete products/services.

The aim of this unit is to equip you with an enterprise-wide awareness and control of activities, and their relationship with supporting functions.

Please note: This module will be assessed by a global examination.

8. Quantitative Methods

Statistical and mathematical methods are used to aid decision-making in the business and economic environment every working day. This module will give you the ability to analyse, present and interpret statistical data, for example measures of location, hypothesis testing, regression analysis, forecasting techniques and mathematical modules.

Please note: This module will be assessed by a global examination.

OPTIONAL WORK PLACEMENT/INTERNSHIP (6 months)

You have the option to undertake work placement of 6 months as part of your **sandwich degree programme**.

This is the perfect opportunity to practise what you have learnt so far in **real life situations**, plus you will gain the important experience employers prefer when they choose between job applicants. Work placement is a great way to **enhance your CV** and can be a **foot in the door** to your dream job. Many Oxford House College students have impressed their employers so much that they have been offered **permanent jobs** after they have graduated.

Put simply, companies want people who can start working **from day one**, so the more you know before you start, the better your chances of being considered for a full time job after you graduate.

Oxford House College will arrange a placement for you in an area related to business.

The types of task you will do vary between employers but will range from **shadowing** (literally following someone around to learn how they do their job) to more **general roles** such as office management activities or even a **specific role** on a particular project.

We cannot guarantee payment for work placements but employers usually pay the **minimum wage** to cover the student's living expenses. Please remember that the main objective is for you to **gain valuable experience**. You will receive support from Oxford House College throughout your work placement.

Please note that work placement can only be taken **in between** the International Advanced Diploma and your Top Up year.

BA (Hons) IN BUSINESS MANAGEMENT - TOP UP (9 months)

The **BA (Hons) in Business Management** will turn you into an **empowered graduate** who is equipped with the skills and knowledge employers look for in today's competitive global workplace.

In this course you will increase your management skills in **key business areas** such as marketing, finance, human resources and project management. The main objective is for you to learn how to evaluate business models critically and apply them to real business situations at a **strategic level**.

Course modules:

1. Managing Projects

To ensure the successful execution of projects, managers are required to integrate time, cost and quality aspects through the application of relevant tools and techniques.

This module combines key points in various areas of study to develop the skills you will need as a manager to evaluate projects - from financial, human resources and time-related perspectives.

In order to complete this module successfully, you will need to demonstrate critical thinking and analysis skills, conduct reporting and research projects and apply appropriate tools and techniques associated with the management of projects.

Please note: this module will be assessed by a global assignment

2. Marketing Strategy

Marketing strategy can be considered as a fundamental pattern of objectives, resource allocation and interaction of the organisation with market participants.

In this module you will assess the drivers and factors affecting the choice of marketing strategies, evaluate appropriate models and techniques that aid the strategic marketing process and analyse contemporary marketing issues in a strategic context.

Please note: this module will be assessed by a global open book examination.

3. Strategic Human Resources Management

You will start off this module by reviewing the nature of strategy in HRM and evaluating why people management has become more critical for organisations in today's dynamic business environment.

Abilities you will develop on this part of the course will allow you to demonstrate cognitive skills of critical analysis, conduct effective independent research and formulate written HR policy and strategy interventions consistent with organisational goals.

Please note: this module will be assessed by a global assignment

4. Financial Management

Financial Management will require you to examine the key strategic decisions that a business faces from a financial and accounting perspective.

Topics you will cover include working capital management, budgetary control, investment and performance appraisal, financial risk, sources and costs of capital and finally capital gearing decisions.

Please note: this module will be assessed by a global examination.

5. Contemporary Developments in Business and Management

This unit explores the nature of knowledge management and innovation and their effect on the structure and working practices of organisations.

After successfully completing this module you should be able to critically evaluate the different frameworks within which organisational decisions are made, evaluate how organisations might respond to external forces, analyse a range of theoretical concepts and apply them to practical business problems.

Please note: this module will be assessed by a management report.

6. Strategic Management

The Strategic Management module integrates the purpose and methodologies of the functional areas of business policy and strategy which are usually studied separately. The aim is to demonstrate to you how they contribute to the overall purpose and aim of the organisation.

The challenge is for you to analyse complex organisations and their environments as well as the relationship between the two, and to evaluate models and methodologies against observations of the practices of real organisations. You will focus in particular on policy making in organisations that operate in an international arena.

Please note: this module will be assessed by a global examination.

FREQUENTLY ASKED QUESTIONS

1. How can I enrol?

You will have to fill out the School of Management Application Form, which can be downloaded from our website at:

http://www.oxfordhousecollege.co.uk/info/management/SMC_CourseApplicationForm.pdf

We will also require your **CV and copies of all your relevant educational qualifications.**

The next step is to return your completed form to us through one of the following methods:

- **Post:**
Admissions
School of Management
Oxford House College
30 Oxford Street
London, W1D 1AU
England
- **Email:**
management@oxfordhousegroup.com
- **Fax:**
+44 (0) 20 7323 4582

We aim to process your application within 1 week but please remember to allow more time if you sent your application form to us by post.

Once we have processed your application form we will send you a **"Conditional Acceptance Letter"** to confirm your enrolment.

If you are applying for a student visa you have to pay the minimum amount we require before we can send you a Confirmation of Acceptance for Studies (CAS).

2. How much do I have to pay as a minimum deposit?

If you are not paying the full fees, there is a minimum deposit of £2500 (gbp).

3. How can I pay?

You can pay by cheque, credit card, bank transfer or in cash.

Our bank details are:

Lloyds TSB Bank
32 Oxford Street
London
W1AD 1AX

Bank Sort Code: 30-98-71
Account Number: 0017708
Account Name: Oxford House College
SWIFT/BIC code: LOYDGB21006
IBAN Code: GB37 LOYD 3098 7100 0177 08

4. Can I apply for a scholarship?

We do offer a limited number of scholarships/awards to selected students in the form of a **fee reduction** of up to £2,000 per annum. Scholarships will be available to selected students who have demonstrated academic excellence during their previous studies at Oxford House College.

5. How long do I need to study for?

You can complete the full BA (Hons) programme in **only 21 months**, or in 27 months if you opt for the Work Placement. Please note that although the BA (Hons) Top Up course can be completed in 6 months, the final transcript and degree certificate will not be issued unless a period of 9 months is covered.

The full BA (Hons) programme is divided into different stages so you can **start at a level that suits your current academic qualifications**. You can finish your studies after the Diploma, Advanced Diploma or BA (Hons) depending on what you feel your education and employment needs are.

You will receive a globally recognised qualification after each stage.

6. What is the attendance policy at Oxford House College?

In order to comply with various regulations, we expect our students to attend all of their classes throughout their course. Teachers will keep a record of each student's attendance throughout each term.

You will be marked absent if you arrive more than 20 minutes late for class or leave the class more than 20 minutes early. You are only allowed to be absent for a **maximum of 2 class sessions per module**.

Students are sent a first warning letter if they fail to attend 2 consecutive sessions. They are required to explain the reason for their absence within 5 days of the warning letter being issued – if this explanation is not received a second warning letter is sent to the student.

In the case of Visa nationals, the second letter informs students that as they have not contacted us with regard to their absence we have to contact the Home Office to report this.

In the case of non-visa students, the second warning letter explains to the student that they will be deregistered from the College if they make no contact with the College to explain their absence within 5 days of the letter being issued.

If you are ill or have an emergency, you need to **inform your teacher** who will excuse you from the class.

7. Can Oxford House College give me a place to stay while I study?

If you need accommodation while you study we offer a choice of **Hostel accommodation or Homestay** with a host family at affordable prices. We want your stay to be special so our Accommodation Officers are trained to find you a place that suits your lifestyle.

8. What qualifies as a full-time student?

A course of 15 hours per week or more qualifies as a full-time course. To meet this requirement, students must attend all the modules as set out in their course timetable.

9. Is this college accredited to support me if I am on a student visa?

A large proportion of our students come from other countries and are applying for a student visa at the time they enrol with us, so we are fully aware of the UK Home Office's requirements.

Oxford House College has been licensed by the UK Border Agency to enrol international students under Tier 4 of the Points Based System. Our visa Sponsor Licence Number is **OU191CHF9**.

Oxford House College is **fully accredited by the** British Accreditation Council (**BAC**), **the British Council** and **UCAS** (registration number 40445), and is a member of the **Education UK Partnership**.

Please note that we are not authorised to offer any advice on visa requirements and apart from providing you with your Confirmation of Acceptance for Studies (CAS), we do not offer any further visa assistance.

Please consult **immigration solicitors** who can give you expert advice on visa applications or you can contact the UK Home Office or your local UK Embassy for advice on visa requirements.

Useful Links:

- You can find more information on UK visas and entry clearance at www.ukvisas.gov.uk
- Visit the Home Office website on Immigration and Nationality for more information about extending your student visas & other visa categories at <http://www.homeoffice.gov.uk/passports-and-immigration/visas/>
- You can find out information on visa processing times and procedures from the Foreign & Commonwealth office at <http://www.fco.gov.uk> and a list of British Consulates worldwide can be found at <http://www.fco.gov.uk/servlet/Front?pagename=OpenMarket/Xcele rate/ShowPage&c=Page&cid=1007029395231>

10. What is the University of Sunderland?

The University of Sunderland is a **modern, dynamic university** with high standards of teaching and research and a growing reputation as the university for enterprise, employment and opportunity.

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The city itself is a great place to live and work, right in the heart of the buzzing North East of England.

The University of Sunderland has an **international outlook** and students from across the globe choose to study on its accredited programmes in partner institutions or on campus.

Website: www.sunderland.ac.uk

Email: student-helpline@sunderland.ac.uk

Course Helpline: +44 (0)191 515 3000

Oxford House College is accredited to run University of Sunderland degree programmes.



**University of
Sunderland**

11. What is NCC Education?

Originally part of the National Computing Centre, NCC Education started offering IT qualifications in 1976 and from 1997 developed its Higher Education portfolio to include Foundation and Business programmes. With Accredited Partners in over 45 countries, five International Offices and Academic Managers worldwide, NCC Education employs the **latest technologies for learning, assessment and support.**

NCC Education qualifications include the **International Degree Pathway in Business or IT.** Its programmes are **recognised by universities, professional bodies and employers** and its students benefit from unrivalled support and enhanced academic and career opportunities, from examination advice and direct contact with UK university professors to scholarships and careers guidance.

That's why over one million graduates chose NCC Education as their route to a quality British education.

Website: www.nccedu.com

Email: Customer.Service@nccedu.com

Oxford House College is accredited to offer NCC Education professional qualifications.



12. What kind of job can I look for after the course?

After successfully completing this programme, you will be

professionally qualified to work as a manager in various business-related areas including administration, finance, human resources and project management roles. You will find that investing in your education has given you a head-start in a rapidly developing sector.

13. What do the course fees include?

The course fees include lectures, study guide, access to modern computer facilities and internet access plus Wi-Fi internet connection if you have your own laptop.

They do not include examination, re-sit or exemption fees, maintenance costs or additional study materials. You will have to purchase the prescribed textbook for each module.

14. Do I need to pay a registration fee?

We do charge a registration fee which is **included in your course fee**. However, if you request a refund because your visa was refused or any other valid reason, we will refund the fees you have paid to date **less a £100 registration fee**.

For further information please contact:

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Web: www.oxfordhousecollege.co.uk/management