



# Business & Computing Examinations (BCE) LONDON (UK)

## Management Programme Analysis

The development of BCE programmes include extensive market research from the following sources:

- Data from BCE Centre Annual Reports.
- Enquiries received from different stakeholders.
- Email survey from statutory consultees and stakeholder bodies.
- Questionnaire survey from BCE learners.
- Input received during Approved Centres and Corporate companies training seminar.
- BCE discussions and feedback from potential employers.

BCE learners are 18+, classified as follows:

- Holders of General Certificate of Secondary Education (GCSE) intending to obtain a programme for employment or further education.
- Those already in employment furthering their knowledge for promotion or to venture into new fields.
- Corporate Companies approaching BCE directly or Approved Centres for in-house training.
- Those looking for career change.
- Mature adults with no formal programmes.

**Guided Learning Hours** is the entire notional learning hours representing estimate of total amount of time reasonably required for learners to achieve necessary level of attainment for the award of a programme.

Activities that contribute to guided learning hours include:

- Guided Learning
- Independent and unsupervised research/learning
- Unsupervised compilation of a portfolio of work experience
- Unsupervised e-learning
- Unsupervised e-assessment
- Unsupervised coursework
- Watching a pre-recorded podcast or webinar
- Unsupervised work-based learning

Activities that contribute to Guided Learning include:

- Classroom-based learning supervised by a Tutor
- Work-based learning supervised by a Tutor
- Live webinar or telephone tutorial with a Tutor in real time
- E-learning supervised by a Tutor in real time
- Forms of assessment

### Level 5 Diploma in Management (133 Credits)

Management is an organisational function, like sales, marketing or finance. Leadership and communication skills are becoming increasingly important in today's competitive global marketplace, and most organisations need strong leaders who can develop and manage projects, lead teams, and initiate business strategies.

*Why does the programme exist* – There are several important aspects to consider about the goals of an organisation. These features are explicit (deliberate and recognised) or implicit (operating unrecognised, "behind the scenes"). The management programme instils a way organisations should plan their vision, mission, values, goals and strategies.

*How does it fit into the larger programme* – Successful organisations invest in employees with a management programme in order to manage employees, negotiate services and projects on the company's behalf, but most of all lead the organisation to success. Carefully selected units like operations management, business law, organisational management, business strategy and international business management prepare learners for future employment.

*For who it was designed* – The programme is designed for those who complete the Level 4 Certificate in Business Studies & Internet Technology or holders of equivalent programmes interested in pursuing a Management career.

*How it will benefit learners* – A programme in management enable professionals to acquire a variety of skills including: strong communication and leadership skills, ability to exercise effective time management, working with employees of different backgrounds and even cultures, exercising effective decision-making and critical thinking methods, strategic and tactical goal planning, leading employees and encouraging growth, taking control of business operations and ensuring sustainability, forecasting and predicting trends within the industry and analysing reports to make better decisions.

**Units:**

- Operations Management
- Business Strategy
- Organisational Management
- International Business Management
- Business Law

**Operations Management** - focus on carefully managing the processes to produce and distribute products and services. Operations Management deals with the design and management of products, processes, services and supply chains. It considers the acquisition, development, and utilisation of resources that firms need to deliver the goods and services their clients require. Tactical issues include plant layout and structure, project management methods, and equipment selection and replacement. Operational issues include production scheduling and control, inventory management, quality control and inspection, traffic and materials handling, and equipment maintenance policies.

**Business Strategy** – business strategy is one of the major topics in organisational management. To be successful, managers must develop and execute business strategies. The tasks of developing and executing company strategies are at the heart and soul of managing a business enterprise and winning in the marketplace. A company's strategy is the game plan used by management to stake out a market position, conduct its operations, attract and please customers, compete successfully, and achieve organisational objectives. The central thrust of a company's strategy is undertaking moves to build and strengthen the company's long-term competitive position and financial performance and, ideally, gain a competitive advantage over rivals that then become a company's ticket to above-average profitability. **Strategic Goals** - organisation members often work to achieve several overall accomplishments, or goals, as they work toward their mission. **Strategies** - organisations usually follow several overall general approaches to reach their goals.

**Organisational Management** - basically, an organisation is a group of people intentionally organised to accomplish an overall, common goal or set of goals. Business organisations can range in size from two people to tens of thousands. There are several important aspects to consider about the goal of the business organisation.

**Vision** - members of the organisation often have some image in their minds about how the organisation should be working, how it should appear when things are going well. **Mission** - an organisation operates according to an overall purpose, or mission. **Values** - all organisations operate according to overall values, or priorities in the nature of how they carry out their activities. These values are the personality, or culture, of the organisation.

**International Business Management** - international business differs in important ways from business conducted within national borders. It poses additional challenges for managing trade or investments in foreign countries, but it also offers new opportunities in foreign markets. Because of globalisation, business today is without border and everybody should to be prepared for it.

**Business Law** - encompasses the law governing contracts, sales, commercial paper, agency and employment law, business organisations, property and bailments. Other popular areas include insurance, wills and estate planning, and consumer and creditor protection. Business law may involve issues such as starting, selling, or buying a small business, managing a business, dealing with employees, or dealing with contracts, among others.

Unit	Pre-requisite	Core-requisite	Guided Learning Hours (TQT)	Number of Credits
Operations	Office	A pass or higher in Certificate in	300	30

Management	administrative knowledge.	Business Studies or equivalence.		
Business Strategy	Office administrative knowledge.	A pass or higher in Certificate in Business Studies or equivalence.	200	20
Organisational Management	Office administrative knowledge.	A pass or higher in Certificate in Business Studies or equivalence.	300	30
International Business Management	Office administrative knowledge.	A pass or higher in Certificate in Business Studies or equivalence.	180	20
Business Law	Office administrative knowledge.	A pass or higher in Certificate in Business Studies or equivalence.	160	20
Coursework (Project) for all units			190	19

<b>Rules of combination:</b>	All units are mandatory
<b>Age Group:</b>	18+
<b>Programme Type:</b>	Vendor/Industry

### Operations Management Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					Total
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	
01	Introduction to operations management	2.0	8	6	2	2	2	20
02	Operations strategy and implementation	2.0	8	6	2	2	2	20
03	Forecasting process	2.0	8	6	2	2	2	20
04	Product and service design	2.0	8	6	2	2	2	20
05	Capacity planning	2.0	8	6	2	2	2	20
06	Process selection and facility layout	2.0	8	6	2	2	2	20
07	Participative work design	2.0	8	6	2	2	2	20
08	Location planning and analysis	2.0	8	6	2	2	2	20
09	Quality control	2.0	8	6	2	2	2	20
10	Supply chain management	2.0	8	6	2	2	2	20
11	Inventory management	2.0	8	6	2	2	2	20
12	Strategy in aggregate planning	2.0	8	6	2	2	2	20
13	Effective material planning	2.0	8	6	2	2	2	20
14	Just-in-time (JIT) management	2.0	8	6	2	2	2	20
15	Production scheduling	2.0	8	6	2	2	2	20
		<b>30.0</b>	<b>120</b>					<b>300</b>

### Business Strategy Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					Total
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	
01	Sustainable competitive advantage	2.0	8	6	2	2	2	20
02	Strategic plan	2.0	8	6	2	2	2	20
03	External environment features	2.0	8	6	2	2	2	20
04	Resource capabilities	2.0	8	6	2	2	2	20
05	Competitive strategies	2.0	8	6	2	2	2	20
06	Management strategy	2.0	8	6	2	2	2	20
07	Modern techniques of strategy	2.0	8	6	2	2	2	20
08	Analysing firm's position	2.0	8	6	2	2	2	20
09	Diversity	2.0	8	6	2	2	2	20
10	Ethical standards	2.0	8	6	2	2	2	20
		<b>20.0</b>	<b>80</b>					<b>200</b>

### Organisational Management Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					Total
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	
01	Principles of Management	2.0	8	6	2	2	2	20
02	Corporate social responsibility	2.0	8	6	2	2	2	20
03	International management and globalisation	2.0	8	6	2	2	2	20
04	Decision making	2.0	8	6	2	2	2	20
05	Strategic management	2.0	8	6	2	2	2	20
06	Planning	2.0	8	6	2	2	2	20
07	Organisational structure and design	2.0	8	6	2	2	2	20
08	Human resource management	2.0	8	6	2	2	2	20
09	Leadership skills	2.0	8	6	2	2	2	20
10	Motivation theories	2.0	8	6	2	2	2	20
11	Groups and teams	2.0	8	6	2	2	2	20
12	Effective communication	2.0	8	6	2	2	2	20
13	Operations management	2.0	8	6	2	2	2	20
14	Management control	2.0	8	6	2	2	2	20
15	Organisation change	<u>2.0</u>	<u>8</u>	<u>6</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>20</u>
		<b>30.0</b>	<b>120</b>					<b>300</b>

### International Business Management Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					Total
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	
01	International business activities vs domestic	2.0	8	6	2	2	2	20
02	Laws affecting international business transactions	2.0	8	6	2	2	2	20
03	Cultural differences	2.0	8	6	2	2	2	20
04	Effects of international trade	2.0	8	6	2	2	2	20
05	Foreign Investment	2.0	8	6	2	2	2	20
06	Trade policies	2.0	8	6	2	2	2	20
07	Global competitiveness	2.0	8	6	2	2	2	20
08	International strategic management	2.0	8	6	2	2	2	20
09	Marketing strategy	2.0	8	6	2	2	2	20
10	International human resource management	<u>2.0</u>	<u>8</u>	<u>6</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>20</u>
		<b>20.0</b>	<b>80</b>					<b>200</b>

**Business Law Learning Hours Information Sheet**

Unit Titles		Credits	Notional Learning Hours					
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01	UK common law compared to statutory provisions	2.0	8	6	2	2	2	20
02	UK legislation and justice system	2.0	8	6	2	2	2	20
03	Judicial precedent (case law)	2.0	8	6	2	2	2	20
04	Key environments of business	2.0	8	6	2	2	2	20
05	Contractual agreement in relation to offer and acceptance	2.0	8	6	2	2	2	20
06	Termination of offer	2.0	8	6	2	2	2	20
07	Rules of consideration	2.0	8	6	2	2	2	20
08	Sale of Goods and Supply of Goods & Services Acts	2.0	8	6	2	2	2	20
09	Misrepresentation and mistake	2.0	8	6	2	2	2	20
10	International Business Law	2.0	8	6	2	2	2	20
		<b>20.0</b>	<b>80</b>					<b>200</b>

## Level 6 Advanced Diploma in Management (149 Credits)

The Level 6 Advanced Diploma in Management help learners discover further by introducing vital topics of the present day, including Project Management, Entrepreneurship, Strategic Management, Business Statistics and International Politics,.

*Why does the programme exists* – Learning Management functions is only a part of completing a programme in management. Today, specialised studies such as Project Management, Entrepreneurship, Statistics, and International Politics provide additional opportunities, and offer a highly attractive set of incentives to prospective employers.

*How does it fits into the larger programme* – Globalisation adds a challenge to Management, hence the specialisation in certain areas is vital. We also live in an era where self employment is a high prospect; hence the importance of entrepreneurship, statistics, international politics and strategic management can not be over-emphasised.

*For who it was designed* – The programme is designed for Level 5 Diploma holders, aiming to climb the ladder in Management.

*How it will benefit learners* – Professionals with a Level 6 Advanced Diploma in Management have abundant opportunities in the job market. No matter what industry learners are interested in, furthering a career in the long-term is much easier with a management programme. In order to stay competitive in the global marketplace, employers are looking for exceptional learners who can lead teams within their organisation, take charge of multiple projects, strategise and build a solid company.

### *Units:*

- Project Management Skills
- Entrepreneurship
- Strategic Management
- Business Statistics
- International Politics

**Project Management Skills** - project management is a set of agreed upon knowledge (rules) that allow one to manage and communicate all the details, schedules, people, budgets, performance etc. that goes in to creating 'new' stuff. Project management is an approach of planning, organizing, and managing resources to bring about the flourishing achievement of specific project goals and objectives. Project management is a carefully planned and organised effort to accomplish a specific (and usually) one-time effort, for example, constructing a building or implementing a new computer system. Project management includes developing a project plan, which include defining project goals and objectives, specifying tasks or how goals will be achieved, what resources are needed, and associating budgets and timelines for completion. It also includes implementing the project plan, along with careful controls to stay on the "critical path", that is, to ensure the plan is being managed according to plan. Project management usually follows major phases (with various titles for these phases), including feasibility study, project planning, implementation, evaluation and support/maintenance.

**Entrepreneurship** - entrepreneurship is the process of creating or seizing an opportunity, and pursuing it regardless of the resources currently controlled. Entrepreneurship is generally characterized by some type of innovation, a significant investment, and a strategy that values expansion. The entrepreneur is often quite different in mindset from a manager, who is generally charged with using existing resources to make an existing business run well. The roles of entrepreneur and manager are not necessarily incompatible, but entrepreneurs are seldom patient enough to be good managers.

**Strategic Management** - is a management tool. As with any management tool, it is used for one purpose only: to help an organisation do a better job - to focus its energy, to ensure that members of the organisation are working toward the same goals, to assess and adjust the organisation's direction in response to a changing environment. In short, strategic management is a disciplined effort to produce fundamental decisions and actions that shape and guide what an organisation is, what it does, and why it does it, with a focus on the future.

**Business Statistics** - statistics is the most widely used quantitative method in business. It is concerned with extracting the best possible information from data in order to aid decision making. It is often applied to sales

forecasting, quality control and market research. Data used in business include population censuses, opinion polls, consumer data bases, sales and demand data. The role of the Statistician is to determine, for a given question, the type of data that is needed, the way it should be collected and how it should be analysed in order to best answer that question.

**International Politics** - It was said a few years ago that if the human race is wiped out in the next 50 years it will not be because of disease or an asteroid hitting the earth, but because of foreign policy and international relations. In a world where thousands of nuclear weapons exist and more countries are trying to acquire them; where countries are at war and thousands die each day from poverty caused by the way the international system operates, we need to know about and understand international politics. International politics is exciting, interesting and not to mention important! Studying organisations such as the World Trade Organisation (WTO), the United Nations (UN) and the European Union (EU) equips one with a solid understanding of the issues involved in international activities. Above all, one develops an understanding of the nature and significance of politics as a global activity.

Unit	Pre-requisite	Core-requisite	Guided Learning Hours (GLH)	Number of Credits
Project Management Skills	Knowledge of management terminology.	A pass or higher in Diploma in Management or equivalence.	260	26
Entrepreneurship	Knowledge of management terminology.	A pass or higher in Diploma in Management or equivalence.	320	32
Strategic Management	Knowledge of management terminology.	A pass or higher in Diploma in Management or equivalence.	240	24
Business Statistics	Knowledge of management terminology.	A pass or higher in Diploma in Management or equivalence.	260	26
International Politics	Knowledge of management terminology.	A pass or higher in Diploma in Management or equivalence.	200	20
Coursework (Project) for all units			210	21

<b>Rules of combination:</b>	All units are mandatory
<b>Age Group:</b>	19+
<b>Programme Type:</b>	Vendor/Industry



**Project Management Skills Learning Hours Information Sheet**

[see Diploma in Project Management]

**Entrepreneurship Learning Hours Information Sheet**

Unit Titles	Credits	Notional Learning Hours					
		Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01 Small business model	2.0	8	6	2	2	2	20
02 Business ethics for SMEs	2.0	8	6	2	2	2	20
03 Personality types of entrepreneurs	2.0	8	6	2	2	2	20
04 Business opportunities and ideas	2.0	8	6	2	2	2	20
05 Small business organisation	2.0	8	6	2	2	2	20
06 Strategic planning	2.0	8	6	2	2	2	20
07 Business plan	2.0	8	6	2	2	2	20
08 Goods and services	2.0	8	6	2	2	2	20
09 Customer Relationship Management	2.0	8	6	2	2	2	20
10 Direct marketing	2.0	8	6	2	2	2	20
11 Marketing plan	2.0	8	6	2	2	2	20
12 Accounting concepts	2.0	8	6	2	2	2	20
13 Managing business finances	2.0	8	6	2	2	2	20
14 Capital financing schemes	2.0	8	6	2	2	2	20
15 Asset management	2.0	8	6	2	2	2	20
16 Business risks	2.0	8	6	2	2	2	20
	<b>32.0</b>	<b>128</b>					<b>320</b>

### Strategic Management Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					Total
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	
01	Strategic competitiveness	2.0	8	6	2	2	2	20
02	Strategic performance management	2.0	8	6	2	2	2	20
03	External business environment	2.0	8	6	2	2	2	20
04	Internal business environment	2.0	8	6	2	2	2	20
05	Business competition	2.0	8	6	2	2	2	20
06	Firm diversification strategy	2.0	8	6	2	2	2	20
07	Corporate acquisition strategy	2.0	8	6	2	2	2	20
08	International diversification	2.0	8	6	2	2	2	20
09	Strategic alliances	2.0	8	6	2	2	2	20
10	Corporate governance	2.0	8	6	2	2	2	20
11	Corporate organisational structure	2.0	8	6	2	2	2	20
12	Strategic leadership	2.0	8	6	2	2	2	20
		<b>24.0</b>	<b>96</b>					<b>240</b>

### Business Statistics Learning Hours Information Sheet

Unit Titles		Credits	Notional Learning Hours					Total
			Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	
01	Collecting qualitative and quantitative data	2.0	8	6	2	2	2	20
02	Probability computations	2.0	8	6	2	2	2	20
03	Random variables	2.0	8	6	2	2	2	20
04	Standard normal distribution	2.0	8	6	2	2	2	20
05	Estimation of population parameters	2.0	8	6	2	2	2	20
06	Confidence intervals	2.0	8	6	2	2	2	20
07	Hypothesis testing	2.0	8	6	2	2	2	20
08	Analysis of variance	2.0	8	6	2	2	2	20
09	Regression equation	2.0	8	6	2	2	2	20
10	Multiple regression	2.0	8	6	2	2	2	20
11	Time-series forecasting	2.0	8	6	2	2	2	20
12	Control charts	2.0	8	6	2	2	2	20
13	Parametric and non-parametric tests	2.0	8	6	2	2	2	20
		<b>26.0</b>	<b>104</b>					<b>260</b>

**International Politics Learning Hours Information Sheet**

Unit Titles	Credits	Notional Learning Hours					
		Guided / Contact Learning	Independent Learning	Research Activities / Group Work	Assessment (self/class)	Coursework	Total
01 Analysis of world politics	2.0	8	6	2	2	2	20
02 Policy decision making	2.0	8	6	2	2	2	20
03 Nationalism	2.0	8	6	2	2	2	20
04 Globalisation and transnationalism	2.0	8	6	2	2	2	20
05 Purpose of governments	2.0	8	6	2	2	2	20
06 Inter-governmental organisations	2.0	8	6	2	2	2	20
07 International law	2.0	8	6	2	2	2	20
08 International conflicts and wars	2.0	8	6	2	2	2	20
09 International economic relations	2.0	8	6	2	2	2	20
10 Economic cooperation	<u>2.0</u>	<u>8</u>	<u>6</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>20</u>
	<b>20.0</b>	<b>80</b>					<b>200</b>