MCAST

Malta College of Arts, Science & Technology

MQF Level 1

BC1-01-14

Introductory Certificate in Business

Course Specification

Course Description

The course offers an opportunity for students wishing to consider exploring Business and related studies to start realising how business aspects touch directly with many of the actions we undertake in our everyday life. Exploring Business will be carried out through a variety of methods which will help students better understand how business concepts are applied in real life situations.

Programme Learning Outcomes

At the end of the programme the students is able to

1. *Understand basic business principles*
2. *Perform simple supervised tasks in an office*
3. *Describe basic processes related to the business environment*
4. *Apply key skills within a business environment*

Entry Requirements

- Finished Compulsory Education

Other Entry Requirements

- Initial Assessment Tests

Current Approved Programme Structure

Unit Code	Unit Title	ECVET/ECTS
BCBST-106-1402	Business Organisations 1	6
BCBST-106-1403	Business Organisations 2	6
CDKSK-105-1407	Mathematics	5
CDKSK-105-1408	English	5
CDKSK-105-1409	Maltese	5
CDKSK-105-1601	Information Technology	5
CDKSK-103-1610	Individual and Social Responsibility	3
CDKSK-105-1607	Science	5
Total ECVET/ECTS		40

Unit: BCBST-106-1402- Business Organisations 1

Unit level (MQF): 1
Credits : 6

Unit Description

Upon completion of this unit, the learners would be able to understand the basic concepts of a market, the factors of production and also the problem of limited resources. Through this unit, the learners will become accustomed to different types of business organisations, and the difference between the private and the public sector,

Students will also learn about different resources that may be available in a business and also different products and/or services that a business may produce or offer. The learners will be introduced to the roles of the different departments in an organisation, namely Purchasing, Research & Development, Production, Personnel, Marketing and Finance.

The learners will be introduced to the concept of international trade and the importance of import and export especially in the situation of our country.

Learning Outcomes

On completion of this unit the learner will be able to

1. Describe the concept of a market and the different types of business organisations;
2. Understand the resources, core processes and the products in a business organisation;
3. Identify customers and suppliers and their roles in a product value chain;
4. Describe the internal structure of a business organisation and the role of different departments in a business;

Unit: BCBST-106-1403-Business Organisations 2

Unit level (MQF): 1
Credits : 6

Unit Description

Upon completion of this unit, students would be able to perform simple tasks under direct supervision within an office environment. Such tasks include basic document filing, planning and follow-up of basic tasks related to business meetings, receiving and following simple instructions, taking and leaving simple messages. Furthermore through this unit, students will acquire the necessary skills to be able to communicate within a business environment by making use of appropriate office equipment and by following established procedures. This entails the ability to effectively communicate by using the telephone, fax and email technologies within an office environment. In addition, students will also be able to forward incoming communication to the appropriate business department and be able to deliver simple but effective presentations. Finally, students will also learn about the form and content of a range of business documents and the software that can be used to support such business documents. Students will also be able to use a range of office equipment, whilst paying adequate attention to health and safety issues within an office environment.

Learning Outcomes

On completion of this unit the learner will be able to

1. Perform simple tasks within an office environment.
2. Communicate within a business environment by using the available tools and by following established procedures.
3. Use various office documents and technology.