



**MCAST**

**MQF Level 2**

**BC2-01-21**

**Foundation Certificate in Business**

**Course Specification**

## **Course Description**

Business related concepts are often varied and dynamic. The world of business is continuously on the move and at this level, students are encouraged to explore further their business interests related to everyday life. The basics of Marketing, Sales, Human Resources and Finance are introduced at this level of studies, making the subject matter interesting, relevant and exciting. This is achieved through a variety of methods all pointing towards applying to practice the business knowledge undertaken throughout this one-year programme of studies.

## **Programme Learning Outcomes**

At the end of the programme the students are able to

1. *Describe basic business principles and concepts;*
2. *Understand functional areas of business organisations;*
3. *Communicate effectively in a business environment;*
4. *Apply mathematical and IT skills in everyday life and in business.*

## **Entry Requirements**

- Finished Compulsory Education; or
- MCAST Introductory Certificate

## **Other Entry Requirements**

- Initial Assessment Tests (as may be applicable)

**Current Approved Programme Structure**

<b>Unit Code</b>	<b>Unit Title</b>	<b>ECVET</b>
BCBST-206-1900	Basic Bookkeeping and Financial Literacy	6
BCBST-206-2002	Introduction to Business Concepts	6
BCBST-206-1902	Introduction to Human Resources	6
BCBST-206-1903	Sales: An Introduction	6
CDKSK-206-2004	English	6
CDKSK-206-2006	Mathematics	6
CDKSK-206-2005	Malti	6
CDKSK-206-2107	Information Technology	6
CDKSK-206-2102	Community Social Responsibility	6
CDKSK-206-2008	Science	6
<b>Total ECVET/ECTS</b>		<b>60</b>

## Unit: BCBST-206-1900 Basic Bookkeeping and Financial Literacy

Unit level (MQF):	2
Credits :	6

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### Unit Description

This unit is split into two sections, introduction to bookkeeping and financial literacy.

The first part of the unit introduces learners to bookkeeping. The importance of bookkeeping as a tool to keep a record of business activities is outlined. The most important bookkeeping terms are explained followed by an introduction to the double entry bookkeeping system. Various activities are to be held in class aimed at allowing learners to practice using this bookkeeping system. Learners will then be shown how to balance off accounts and extract a simple trial balance from the balanced accounts. Learners will finally be shown how to draw up a basic set of financial statements, namely, the Statement of Profit and Loss and the Statement of Financial Position.

The second part of this unit is designed to help learners plan and manage their money properly. The four main topics to be covered are: earning income; budgeting; banking and borrowing.

### Learning Outcomes

On completion of this unit the learner will be able to

1. *Understand terms related to basic bookkeeping and costing principles;*
2. *Process simple transactions in a bookkeeping system and prepare a basic set of financial statements from a trial balance;*
3. *Understand the importance of budgeting and the payroll system;*
4. *Understand various services offered by banks and the importance of borrowing sensibly.*

## Unit: BCBST-206-2002 Introduction to Business Concepts

Unit level (MQF):	2
Credits :	6

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### Unit Description

This unit introduces the business topics focusing on the internal and external aspects of business and community organisations. It looks at business organisations as drivers of economies and identifies what the driving business types are for Malta. It gives learners basic knowledge about the core economic principles and concepts, for example the problem of economic demand and limited resources. It also addresses the importance of businesses in society and the community. Selected types of business ownerships of the private sector will be introduced with a special focus on their main characteristics and differences.

Additionally, learners will learn about the public sector, and non-government organisations. The unit will also focus on internal aspects of business organisations, and the responsibility of organisations towards the environment and the community.

### Learning Outcomes

On completion of this unit the learner will be able to

1. *Understand the basic business concepts and terms.*
2. *Identify major forms of organisations in relation to business and community activities.*
3. *Describe the selected functional areas in business organisations.*
4. *Understand the principles of responsible business activity.*

## Unit: BCBST-206-1902 Introduction to Human Resources

Unit level (MQF): 2  
Credits : 6

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### Unit Description

This unit provides learners with an insight into the functional area of human resources (HR). It makes learners understand the main processes that are carried out within this functional area, which is fundamental and critical within an organisation.

Learners will be introduced to the three core processes that exist within the human resources area, namely: recruitment, employment and dismissal. These three processes are being presented in a practical manner since they are also relevant to learners as future employees.

### Learning Outcomes

On completion of this unit the learner will be able to

1. *Understand the Human Resource function and the main stages of the recruitment and selection process;*
2. *Outline how to search and apply for a job as a jobseeker;*
3. *Recognise the responsibilities and the rights of the employer and the employee during employment;*
4. *Outline the legal obligations during employment and the rights of the employer and the employee upon termination of employment.*

## Unit: BCBST-206-1903 Sales: An Introduction

Unit level (MQF):           2  
Credits           :           6

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### Unit Description

This unit provides an introduction into the field of sales that is considered to be a critical element of business success. The unit encompasses the subjects related to different expectations of customers regarding behaviour and appearance of sale staff. Moreover, the unit presents different rules and expectations in the sales process depending on the industry and business sectors. In the sales situations, the sale staff have to be aware of different customer types; therefore, the unit considers different types of customers including their specifics. Role plays of the sales process equip students with the ability to differentiate between different types of sales staff and customers with a special focus on cultural differences. Additionally, such role-plays also enable learners to recognise and understand different sales situations with their phases and their specifics.

### Learning Outcomes

On completion of this unit the learner will be able to

1. *Recognise and assess expectations of customers;*
2. *Distinguish between different customer types;*
3. *Identify features and specifics of a sales situation;*
4. *Explain the structure and operations of local retail stores.*