



MCAST

MQF Level 1

BC1-01-21

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 and/or interview (as may be applicable)

Current Approved Programme Structure

Unit Code	Unit Title	ECVET
BCBST-106-2101	Business Organisations 1	6
BCBST-106-2102	Business Organisations 2	6
CDKSK-105-1926	Mathematics	5
CDKSK-105-1927	English	5
CDKSK-105-1928	Maltese	5
CDKSK-105-2106	Information Technology	5
CDKSK-103-2101	Community Social Responsibility	3
CDKSK-105-1930	Science	5
Total ECVET		40

BCBST-106-2101 - Business Organisations

Unit Level (MQF): 1

Credits: 6

Unit Description

The aim of this unit is to develop the learner's understanding of the general business activity in the public and private sectors, and the role of different departments of a business. Factors influencing business decision-making, growth and ethical considerations are essential values. Learners not only study business concepts and techniques, but also enhance ethical and IT skills. Therefore, corporate social responsibility, health and safety at the workplace, and the different forms of enterprises are overviewed. Moreover, graphical representations through the use of organizational structures and the business environment will help learners understand the role of employees and the business in a wider holistic framework.

Following the completion of this unit, the learner will be equipped with enough knowledge to further his/her studies in business as this unit provides a good overview of the day-to-day operations of organisations in the public and the private sectors.

Learning Outcomes

Upon successful completion of this unit, learners will be able to:

1. *Assess the nature of the economic problem.*
2. *Identify general business activities in the public and private sectors.*
3. *Evaluate the organisational structure and business management within a business.*
4. *Evaluate the operational and divisional management within a business.*

BCBST-106-2102 - Business Organisations

Unit Level (MQF): 1

Credits: 6

Unit Description

Upon completion of this unit, learners will be familiar with the basic practices adopted by employees working within an organisation, with a special emphasis to an office environment, as well as the techniques adopted by entrepreneurs to come up and manage their businesses. Therefore, this unit will go over the different mediums and forms of communication used among several stakeholders within organisations, as well as barriers that interfere effective communication. Also, the common software and hardware applications used within an office environment will be explored during this unit, as well as understanding the steps undertaken by entrepreneurs when coming up with a business idea and choosing their location.

Then, the unit goes over the day-to-day operations within an office such as when filing documents (online or physical documents), preparing for meetings, and dealing with different types of documentation. The employment strategy related to engaging and training staff will also be explored, as well as dealing with industrial disputes at the workplace.

Finally, the unit concludes by reflecting on the pros and cons of eCommerce and the use of social media within an organisation, as well as the ethical and social responsibilities that are being expected by organisations today.

Learning Outcomes

Upon successful completion of this unit, learners will be able to:

1. Analyse underpinning core business activities.
2. Perform tasks within an office environment within a business organisation.
3. Manage employees within a business organisation.
4. Identify social, technological and environmental influences on business activities.