



# THE SOCIETY OF BUSINESS PRACTITIONERS

## CERTIFICATE IN BUSINESS ADMINISTRATION

This is an introductory course to the fundamental principles of business studies.

Students who have the necessary GCE 'O' level passes but have not reached the age requirement for direct entry to the Diploma stage will be offered the Certificate in Business Administration, a foundation business programme. (Note: Students on the Diploma course who have completed the Certificate in Business Administration may out-perform direct entrants, even though their initial academic level may be lower)

## MODULE OUTLINE

**INTRODUCTION TO BUSINESS ORGANISATION**

**INTRODUCTION TO ECONOMICS & COMMERCE**

**INTRODUCTION TO ACCOUNTING**

**INTRODUCTION TO INFORMATION TECHNOLOGY**

## ENTRY REQUIREMENTS

A secondary education, GCE N level, or its equivalent. Formal entry requirements may be waived if candidate is above 17 years of age.

# SYLLABUS

## EXAMINATION PAPER 1 ~ INTRODUCTION TO BUSINESS ORGANISATION

**Business Organisations:** Types of Business Organisation - Sole Trader Organisations - Partnerships - Limited Companies - Other Types of Organisation - Employment in these Various Organisations

**Public Enterprise:** The Need for Public Enterprises - Central Government Departments - The Civil Service - Quasi-Autonomous Non-Governmental Organisations - Local Government

**Internal Organisation of Businesses:** Management of Businesses - The Board of Directors - The Orientation of Companies - Relationships within an Organisation - The Principles of Organisation - Departmental System

**Location of Businesses:** The Need for Premises - Considerations when Acquiring Premises - Setting up a Business in a Domestic Property - What Happens When Objections are Raised? - Restrictive Covenants in Leases & Deeds - Other Reasons for Location - Location & Industrial Inertia

**The Size of Businesses:** The Small Business - Factors Affecting the Size of a Business - Economies of Large-Scale Operations - How Firms & Companies Grow - Growth & Company Status - Mergers & Takeovers

## Recommended Study Text

### Main Text:

Business Studies - G Whitehead (Butterworth Heinemann)

## EXAMINATION PAPER 2 ~ INTRODUCTION TO ECONOMICS & COMMERCE

**The Nature & Scope of Economics:** The Nature & Scope of Economics - The Development of Economic Society - The Economic Problem: Scarcity Choice and Opportunity Cost - Alternative Economic Systems

**Production:** The Economic Background to Production - Specialisation and the Division of Labour - Business Organisations - Factors of Production - The Scale of Production and Economies of Scale - The Location of Production

**The Theory of Price Determination:** Demand - Supply - Price Determination - Concept of Elasticity - Applications of the Demand and Supply Model

**Market Structures:** Competitive Markets – the Institutions where Price is Decided - Monopoly - Oligopoly - Imperfect Competition (Monopolistic Competition) - Public Policy Towards Competition

**Factor Markets and Rewards to Factors:** Rewards to Factors: Distribution Theory - Land & Rent - Labour & Wages - Capital & Interest - Entrepreneurship & Profit □ Economic Rent

**Market Failure:** Market Imperfections - Externalities - Public Goods and Merit Goods - Imperfect Information - Dealing with Market Failure

**Money & Banking:** Functions of Money - Financial Institutions - Central Banking

**Macroeconomics:** Basic National Income Accounting - Use of National Income Statistics - Economic Policy - Circular Flow Analysis - Consumption, Savings and Investment - National Income Equilibrium - Multiplier and Accelerator-

**Unemployment & Inflation:** Types of Unemployment - Costs of Unemployment - Causes of Inflation - Costs of Inflation

**Economic Policy Instruments:** Taxation, Government Spending and Budgets - Fiscal Policies - Money and Monetary Policy - Supply Side Measures and Privatisation

**International Trade:** Absolute & Comparative Advantage - The Principle of Free Trade - Protection – Types and Causes - Free Trade, Customs Unions and Single Markets - The European Union and Other Free Trade Areas - GATT and WTO - Balance of Trade and Payments - Dealing with Balance of Payments Problems

**Globalisation and International Monetary Issues:** Exchange Rate Determination - Fixed and Floating Exchange Rate Systems - Trade and Economic Development - Transnational Enterprises - Globalisation

### Recommended Study Texts

**Main Text:**

Business Basics in Economics for first year degree students (BPP Publishing)

**Alternative Text and Further Reading (Secondary Text) :**

Essentials of Economics – J Sloman (Prentice Hall)

## EXAMINATION PAPER 3 ~ INTRODUCTION TO ACCOUNTING

**An Introduction to Accounting:** What is Accounting? - Business Organisations and Sources of Finance - Introducing Financial Statements: The Profit and Loss Account and the Balance Sheet - The Role of the Accountant and the Accounts Office

**Supply Information for Management Control:** The Purpose of Management Information - The Use of Cost Centres and Coding of Costs - Providing Comparisons on Costs and Income - A Brief Introduction to Wages - Control Accounts : Sales and Purchase Ledger Control

**The Construction of Financial Statements:** Financial Statements: The Calculation of Profits - Adjustments: Accruals, Prepayments and Drawings - Adjustments: Bad Debts and Provisions for Debtors - Depreciation of Fixed Assets - Partnership Accounts - Company Accounts - Accounts of Clubs and Societies - The extended Trial Balance

**Using Accounting Information:** Accounting Ratios and Preparing Reports - Accounting Standards: Statements of Standard Accounting Practice and Financial Reporting Statements (SSAPs and FRSs) - Accounting for Stocks - Manufacturing Accounts - Marginal Costing - Budgeting

### Recommended Study Texts

**Main Text:**

A Complete Course in Business Accounting - R Giles (Nelson Thornes)

**Alternative Text and Further Reading ( Secondary Text) :**

Frank Wood's Business Accounting 1 - Wood & Sangster (Pitman)

## EXAMINATION PAPER 4 ~ INTRODUCTION TO INFORMATION TECHNOLOGY

### Overview

This paper is incorporated into many programmes to provide a common computer appreciation element now expected with business courses.

Centres should be attempting to instruct students in the latest developments. As computing develops and new features become common, so minor inclusions will be added (e.g. range of computer CD devices). Deep technical details are not expected although it must be pointed out that student performance in past papers suggests that superficial coverage in particular areas often results in student misconceptions.

Candidates should have an appreciation of how hardware/software is used and works without detailed technical knowledge. (E.g. Optical character reading - reflected laser light converted to binary signals - OCR recognition software needed to convert the bit-map image into words by comparison with stored patterns.)

Practical experience of the use of common general-purpose packages (word processing, database, spreadsheet etc.) is essential. A significant part of the paper will test these.

### Aims

1. Appreciation of uses made in general of computers across business and associated industries.
2. General appreciation of operating a PC.
3. Simple practical experience in using standard packages such as word processing, databases and spreadsheets.

### Syllabus

**Hardware and data:** Clear distinction between data and program, data and options/parameters, programmer and user - General configuration of a computer and components of the CPU (ALU, memory, control) - Directions of data flow - Types of memory (ROM, RAM, cache, video) - Features of a modern PC - Input devices - general survey with emphasis on use rather than how the device works - OCR, OMR, MICR devices, bar code reader, types of keyboards, optical scanner, digitiser, voice input device, ATM, touch screen, mouse - Distinction between uses of keyboard and mouse - Output devices - range of current printer types (laser, dot matrix, ink jet etc.) - relative speeds/costs/quality - VDU, plotters, microfilm - For a given application, select the most appropriate input/output devices or method of data capture - Data validation - definition and purpose - Identify validation possible with particular data - Check digits - Data types - integer, decimal, text/character, logical, date, currency etc. - The need to define data by type

**Business Applications:** Accounts - The component parts of an accounts package - Typical input and output documents - Stock control - Its purpose - Typical input and output data - Contents of the stock file - Sales - Concept of customer, sales orders, purchase orders and supplier files (and stock file) - Contents of these files - Concept of cross-referencing (customer number linking sales order with customer file) - General appreciation of who would supply input data and use output data and why (e.g. Stores clerk would use a re-order list to place orders with suppliers for restocking)

**Files and File Access:** Magnetic and optical storage devices and media - Their limitations - Definitions of file, record and field - Examples taken from particular situations - File organisation defined as organisation of records on a file - Consideration of serial, sequential and indexed sequential organisation - The stages of accessing a particular record from serial, sequential or indexed sequential files - Contents of a particular file - fields, data types, sizes, purpose of being on the file - Concept of master and transaction file - System diagram for a general update of a master file using a transaction file - Security of data files - Backups, environmental conditions, restricted access, administrative controls - Distinction between different types of files - program, data, text, parameter files

**Software:** The role of the operating system in controlling the computer - Basic features of an operating system (command or GUI) - Distinction between general purpose software (e.g. database) and special purpose software (e.g. payroll) - Examples of special purpose packages - Word Processing - Options available - How to use them (in general terms) - Margins, fonts, special effects (underline/centre/bold etc.), spell check, grammar check - Standard phrases - Inclusion of graphics - Databases - How to create a new file, add records, edit records, delete records, selective search by particular criteria, rearrange data, produce reports - Spreadsheets - Formatting a model (decimal places, alignment, extra rows/columns etc.) - Adding simple formulae - Simple functions such as sum/average - Replicating a formula - Absolute and relative addresses - Graphics - Features available in graphics/drawing/CAD package - Standard shapes - Moving, enlarging, rotating, stretching, colouring, hatching, dimensioning, layering

**Systems and Programming:** Brief review of system life cycle - Methods of fact finding - An overview of the role of the analyst - to investigate, design and supervise installation of a new system - An overview of the role of the programmer - to convert a systems specification into a program by devising a logical structure, coding into a language, testing and documenting - Distinction between development programmer and maintenance programmer - Distinction between high and low level languages - Brief survey of common high level languages and typical uses

**People, Computers and Society:** Brief overview of tasks performed by computing personnel - data processing manager, systems analyst, programmer, ancillary staff/data input clerks - Social effects of computers - changes in lifestyle, changes at work, need for training, crime and crime prevention, data protection acts treated in outline -

**Communications:** Spread of networks - reasons and advantages - Data transmission - Differences between LAN and WAN - Electronic mail using a provider's central system - Outline of internet features

## Recommended Study Texts

**Main Text:**

Computer Science – C S French, 5<sup>th</sup> Edition (Continuum)

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