



NCC Education Level 3 Diploma in Business (QCF) (L3DB)

Overview

The Level 3 Diploma in Business (QCF) (L3DB) aims to prepare you for entry onto the NCC Education Level 4 Diploma in Business (QCF) and Level 4 Diploma in Business IT (QCF).

The programme provides you with an introduction to the field of business and equips you with the necessary study skills to succeed in higher education.

You will be introduced to fundamental concepts of business, practical IT skills and mathematical concepts and techniques useful in your understanding of business and your further studies.

Entry Requirements

For entry onto the NCC Education L3DB programme you must have:

- Previously studied in English at secondary school level.

OR

- A valid score of 5.5 or above in the International English Language Testing System (IELTS) examination or equivalent. Alternatively you can take the free NCC Education Higher English Placement Test which is administered by PCTL Training Institute Ltd.

It is expected a student would normally have the maturity to undertake this programme at the age of 18.

Programme Structure

You must study the following five core modules:

- **Study and Communication Skills** – equips you with the essential study skills needed to succeed at university level. You will learn the basic skills necessary to conduct independent research, write academic papers, give formal oral presentations and apply what has been taught during lectures to your studies.
- **Mathematical Techniques** – develops your basic mathematical competence and confidence, for further study. Focussing on ensuring you have a functional level of mathematics will be valuable in your everyday life and future career.
- **IT Skills** – provides you with an introduction to the key IT skills that will be required in your studies. You will learn basic skills in word processing, spreadsheets and presentation software. The module will focus on the Microsoft Office suite, but has been designed to allow you to gain the relevant skills regardless of the software version being used.
- **Introduction to Business** – provides you with an introduction to the purpose, types and organisation of businesses. You will also become familiar with a range of business concepts such as basic marketing practices.
- **Introduction to Accounting and Economics** – introduces you to the key principles of accounting and economics. You will become accustomed to concepts such as market structures and monetary policy and also learn how to produce simple financial statements.



PCTL TRAINING INSTITUTE LTD

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Foundation



FULL TIME



CLASSROOM BASED

Assessments and Examinations

Assessments for all modules will be offered in a number of assessment cycles throughout the year. The modules are all assessed by either examination or coursework assignments.

Award Conditions

The NCC Education Level 3 Diploma in Business (QCF) will be awarded when you have successfully passed all five modules. A module is passed when an overall module mark of 40% or more is attained.

Duration

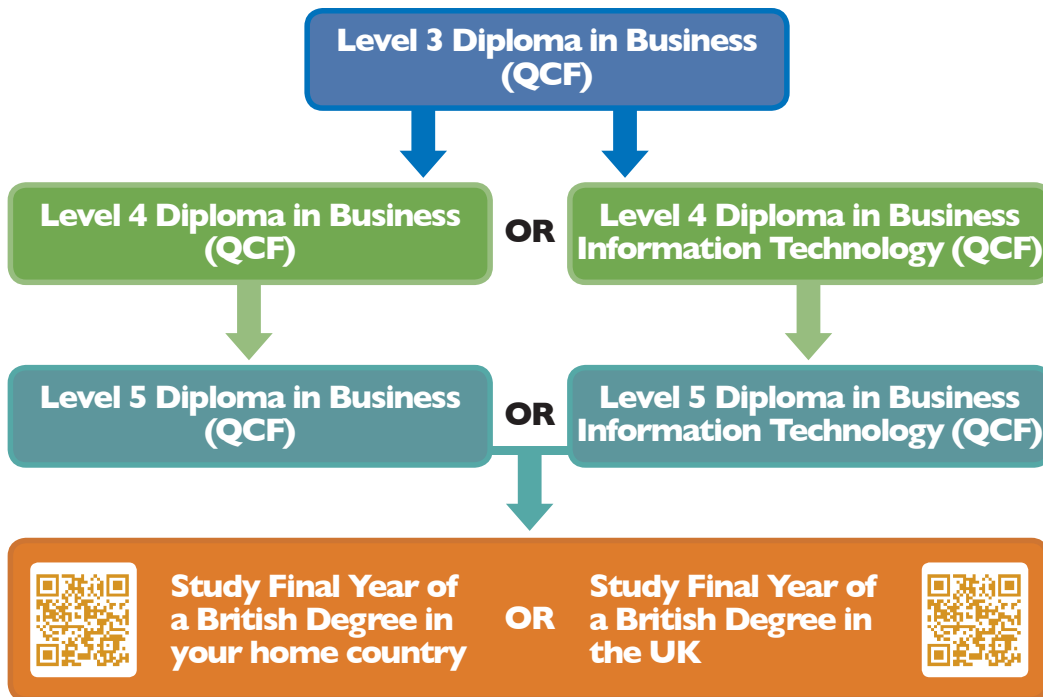
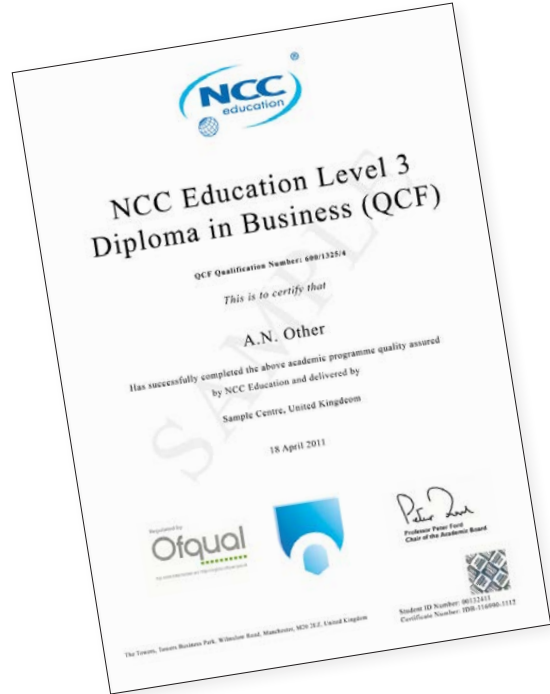
The programme is designed to be studied full-time over one semester.

Delivery Method

The programme is taught face-to-face through lectures, tutorials and seminars at PCTL Training Institute Ltd.

Accreditation Status

NCC Education is regulated by Ofqual (Office of Qualifications and Examinations Regulation) to award the Level 3 Diploma in Business (QCF) in England. Ofqual Qualification reference number 600/6416/X.



* **Branch:**

* **Reg. & Examination Fee:**

* **Course (Tuition) Fee:**

Note: Instalments available, please get details from our Office.

