



BUSINESS & ACCOUNTING

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ACCOUNTING**

Why should I study

Business & Accounting

@ Halesowen College



An extensive range of courses providing opportunities in many vocational areas

- An opportunity to join the Business & Finance Academy
- Knowledgeable and enthusiastic staff
- Develop research and problem solving techniques
- Specially designated resource centre with some of the latest technology
- Visits and speakers from major national and international companies
- Trips to a variety of vocationally relevant destinations
- Opportunities for interesting and rewarding work placements

College Progression Routes

You can go from Entry Level to Higher Education at Halesowen College

- HNC in Business
- AAT Technician Stage NVQ 4
- Business Accounting - Foundation Degree
- Business & Media Production - Foundation Degree
- Consumer Protection - Foundation Degree
- CMI Management Qualifications

ACCOUNTANCY PLUS AAT

LEVEL
3/2*
2 YEARS

(Association of
Accounting Technicians)

This course is an exciting combination of practical skills, which will help you meet the requirements of the modern world of work in an accountancy environment. By studying topics such as Recording Income & Receipts and Management Control you will focus particularly on accountancy but there will be plenty of opportunities to develop your IT skills.

What do I need?

4 or 5 GCSEs at grade C - including English Language and Maths

Where can it take me?

- Studying - progression to AAT NVQ Level 4 at Halesowen College or to university
- Careers - employment within an accountancy environment

Anything else?

NVQ 2 is completed in the first year and NVQ 3 in the second year of the course. You will also study one A Level subject. Successful completion of the Level 3 qualification attracts UCAS points.

*Foundation (NVQ 2)/Intermediate (NVQ 3)

BUSINESS

BTEC National

LEVEL
3
2 YEARS

This is a practical work-related course and the study of topics such as Marketing, Accounts, Law and Economics will help you to successfully complete projects and assignments that are based on the businesses you are familiar with. During the course you investigate organisations like Manchester United FC, Tesco, Amazon, Apple and Ikea, which should make your participation in the 'stock market challenge' even more exciting.

Throughout the course you will have the opportunity to take part in a variety of activities and visits and you will be encouraged to attend the College's Business Breakfast Club where you can meet local employers.

What do I need?

4 or 5 GCSEs at grade C - including English Language

Where can it take me?

- Studying - university - to study a range of degree courses or professional qualifications such as those offered by the Chartered Institute of Marketing, Management Accountants and Personnel Development
- HNC Business or Diploma in Management at Halesowen College
- Careers - business, finance, human resource management or marketing as well as other related careers

Anything else?

It may be possible to take an additional AS/A Level qualification alongside this course.

Note: This qualification is available at Award, Certificate or Diploma level depending upon your personal pathway.



BUSINESS, ADMINISTRATION AND FINANCE

Diploma

LEVEL
3
2 YEARS

This course will teach you about business, administration and finance with the aim of helping you to become as employable as possible and the practice of applying for jobs and taking part in mock interviews should ensure that you are more than ready when the time comes.

Throughout the course you will learn about Marketing, Sales & Customer Service and have the opportunity to put this knowledge into practice by exploring a new business idea. Learning how to manage your own finances and improved administrative skills will also be important for your future success in either higher education or employment.

The aim of the Diploma is to promote the development of personal, learning and thinking skills.

What do I need?

4 GCSEs at grade C - including English Language and Maths

Where can it take me?

- Studying - university - to study a range of degree courses or professional qualifications such as those offered by the Chartered Institute of Marketing, Management Accountants and Personnel Development
- Careers - business, finance, human resource management or marketing as well as other related careers

Anything else?

This course will include a period of at least 10 days relevant work experience.

BUSINESS & FINANCE ACADEMY

LEVEL
3
2 YEARS

If you have a passion for business and see yourself as a future 'Apprentice' this prestigious 2 year programme could be just what you have been looking for and the Academy is supported by some of the biggest names in business and allows you to complete the BTEC National in Business and the Diploma in Financial Studies along with specialist units preparing you for the world of work.

The added benefits of attending the College's Business Breakfast Club and expert mentoring from a business professional should mean that you are more than prepared to face the boardroom.

What do I need?

5 GCSEs at grade C - a commitment to hard work and a desire to succeed are also essential.

Where can it take me?

- Studying - progression to higher level courses and/or professional qualifications
- Careers - employment in a business environment including: accounting, banking and insurance

Anything else?

Students are usually selected from Business BTEC National applicants.

BUSINESS & ACCOUNTING



FINANCIAL STUDIES

Certificate

LEVEL
3
2 YEARS

Why does money matter? This course will help you to understand the meaning of 'money' and develop a greater understanding of the financial services industry. By researching solutions to your financial need and wants you will develop an in-depth understanding of financial products, which will give you greater confidence to ask the right questions and turn financial risks into rewards.

What do I need?

4 or 5 GCSEs at grade C - including English Language and Maths

Where can it take me?

- Studying - progression to higher level qualifications, particularly with the Institute of Financial Services
- Careers - this qualification is recognised by banks and building societies and could lead to employment in a range of areas

Anything else?

Successful completion of the Level 3 qualification attracts UCAS points.

LAW - APPLIED LAW

BTEC National

LEVEL
3
2 YEARS

Everyone in England is affected by English Law. This course will help you to understand how the legal system works, from how laws are made to the roles of everyone involved including solicitors to judges.

You will learn how disputes are solved and develop an understanding of law making and legal liability, and by using a variety of learning activities, such as role play and class debates, together with visits to Magistrate and Crown Courts, you will have an excellent opportunity to get a feel for the legal process.

What do I need?

4 or 5 GCSEs at grade C - including English Language

Where can it take me?

- Studying - university - Law degree or other related subject
- Foundation Degree in Consumer Protection at Halesowen College
- Careers - employment in the legal sector, eg civil service, local government, police or probation service

Anything else?

This course should be combined with another course/s eg 2 AS Levels.

Note: This qualification is available at Award, Certificate or Diploma level depending upon your personal pathway.



LAW & PRACTICE

ILEX Professional Diploma

LEVEL
3
1 YEAR

This course is the first stage on the path to qualifying as a Legal Executive. It provides you with a general and practical introduction to many aspects of law, including crime, how to make contracts, negligence, buying and selling houses and how to deal professionally with clients.

What do I need?

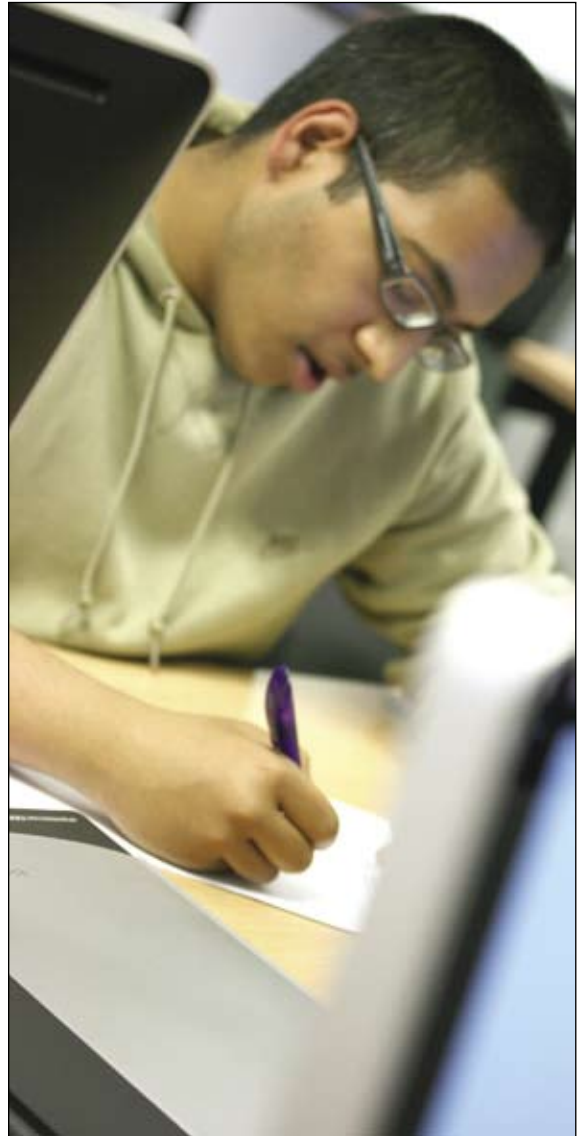
Legal Studies ILEX Level 2 qualification and successful interview with the course leader

Where can it take me?

- Studying - university degree course, the ILEX Level 6 Professional Higher Diploma in Law
- Foundation Degree in Consumer Protection at Halesowen College
- Careers - working in a solicitor's office, the local courts, the Police and legal departments in local authorities and the Civil Service

Anything else?

It may be possible to combine this course with other Level 3 qualifications.



BUSINESS & ACCOUNTING



PREPARING FOR FUTURE EMPLOYMENT PATHWAYS

LEVEL
3/2
1 YEAR

If you can't decide what to do at the end of your Halesowen College course a new programme has been designed to help you get a job in the short term or plan out a career route, which could involve further study. It will enable you to develop some essential key skills and to improve your communication and interpersonal skills.

The course is tailored to be flexible so that you can combine it with any part time work you may have and includes 4 Core Qualifications – Work Skills, European Computer Driving Licence, Book Keeping and Customer Service. In addition, you will be able to choose between 2 further options – How to become a volunteer or How to set up and run your own business.

What do I need?

Successful completion of your Level 2 or 3 course at Halesowen College

Where can it take me?

- Studying - university - to study a range of degree courses or professional qualifications
- Careers - you could consider a career connected with your original programme of study or alternatively, you may wish to work for a voluntary organisation or even set up your own business.

Anything else?

Together with successful completion of your College course you will be expected to have a good attendance and work record.

RETAIL BUSINESS

Diploma

LEVEL
3
2 YEARS

In this exciting new course you will explore the whole retail industry and how it works, including different types of businesses and jobs, and what retail means to people and communities.

You will learn every step of the retail process, from the supply chain to merchandising and stock control. In addition, you will look at inspirational entrepreneurs in retail and consider what has made them so successful, as well as how to set up and run a retail business.

What do I need?

4 GCSEs at grade C - including English Language and Maths

Where can it take me?

- University - degree courses in a range of related subjects
- Careers - self employed, retail management, buyer, customer services manager



RETAIL WITH FASHION

LEVEL
3
2 YEARS

BTEC National

Shopping is now one of our favourite leisure activities and an interest in fashion is something that most of us would confess to.

This course will show you the ways in which retail businesses ensure success by retaining consumer loyalty and encouraging their customers to buy more. While marketing, new technology and responding to new trends are all vital, you will learn just how important good customer service is to business success and how influential it is in getting us to increase our spending.

What do I need?

4 or 5 GCSEs at grade C - including English Language

Where can it take me?

- Studying - progression to higher level courses including specialist retail qualifications at HNC/HND or degree level
- Careers - employment in a retail environment at a supervisory level

Anything else?

This National Award combines well with other Business related courses, Art & Design, Textiles and IT.

Note: This qualification is available at Award, Certificate or Diploma level depending upon your personal pathway.



BUSINESS & ACCOUNTING



BUSINESS

BTEC First Diploma

LEVEL
2
1 YEAR

This practical course is ideal if you have an interest in business as it will enable you to work on activities and assignments based on realistic work situations. You will need to complete 6 units during the year and these will help you to understand the ways in which businesses work, the roles of the people who work in them and the importance of good customer relations.

In addition, you will develop skills such as communications, numeracy, IT and time management, all of which will help you to become a valuable member of a busy team.

What do I need?

GCSE grade D in English Language and a grade E in 2 subjects including Maths

Where can it take me?

- Studying - progression to the BTEC National or the Certificate in Financial Studies
- Careers - a wide range of employment opportunities including retail and service industries, local or national government, working for a charity or owning your own business

Anything else?

You will have the opportunity to improve your GCSE Maths and English grades if necessary.

BUSINESS ADMINISTRATION

LEVEL
2
1 YEAR

NVQ Level 2

If you would like to work in an administrative role including secretarial and reception duties then this is the ideal course for you. You will learn a range of IT and office based skills at an intermediate level.

You will attend a voluntary work placement for 2 days a week to gain valuable work experience. A further 2 days a week will be spent in College.

By studying a variety of topics including Health & Safety and Operating Office Equipment it will also be possible for you to achieve a number of additional qualifications.

What do I need?

Generally, you will need 3 GCSEs at grade C - including English Language.

Where can it take me?

- Studying - progression to NVQ Level 3 in Business Administration or other Level 3 courses
- Careers - employment in an administrative role

Anything else?

A work placement is required for this course and your portfolio will be completed online wherever possible so good IT skills are needed.



LEGAL STUDIES

ILEX

LEVEL
2
1 YEARS

This flexible ILEX Legal Studies qualification will give you a broad understanding of the English legal system and is an excellent starting point if you want to join this fascinating profession.

The course will explain the purpose of law and give you the opportunity to study some of the key principles of both contract and criminal law. A variety of units will explain how the legal system works, including the structure of the courts and how laws are enforced.

What do I need?

A successful interview with the course leader

Where can it take me?

- Studying - progression to the Professional Diploma in Law & Practice ILEX Level 3 qualification
- Careers - the course is an ideal entry level qualification for prospective Legal Executives or for working in a solicitor's office or court

Anything else?

There are 3 possible outcomes to this Level 2 qualification: an Award, a Certificate or a Diploma. The level will depend on the number of units you successfully complete. You can progress onto the ILEX route to becoming a lawyer.

BUSINESS, RETAIL & ADMINISTRATION

LEVEL
1
1 YEAR

BTEC Introductory Certificate

This course could be your first step to developing the qualities needed for employment in the world of business. It will give you the opportunity to investigate companies and jobs, customer service and office operations alongside personal finance.

What do I need?

There are no formal entry requirements. Entry is subject to a satisfactory interview and references.

Where can it take me?

- Studying - progression to the BTEC First Diploma Business or other Level 2 courses
- Careers - training positions at a junior levels

Anything else?

This course is studied alongside the Introductory Diploma in IT. You will also study literacy and numeracy.

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