



Cambridge International Diploma in Business

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What is the Cambridge International Diploma in Business?

Whether you're looking to broaden your understanding of business as a whole, or seeking to develop specific workplace skills, the Cambridge International Diploma in Business develops theoretical and practical ability in a range of business disciplines.

As industry becomes more and more competitive, the Diploma allows you to have your skills assessed and formally accredited and provides you with proof of your level of knowledge and competence.

The Cambridge International Diploma in Business:

- Is valued and accepted throughout the world for its high standards of assessment
- Is delivered worldwide through a network of schools, colleges and training providers
- Has been developed by Cambridge in close association with leaders in the field to ensure that it is both relevant and accurate
- Was created with an international audience in mind so that globally accepted best practice can be taught while being sensitive to a local context and environment
- Allows on-demand assessment for some modules, so you can enter when the time is right for you.

Who can benefit from the Diploma in Business?

The Cambridge International Diploma in Business is suitable for a variety of people. It is ideal if you are considering working after senior University qualifications, or if you are already employed in a junior position. Standard Level will develop and assess your skills and competence.

At advanced Level the Diploma is more suitable for supervisors and general managers.

Which level is for you?

At Standard Level you are expected to develop a good knowledge of basic business concepts and apply these theories in a business context. At Advanced Level you

are expected to build on this knowledge by extending your understanding of business in order to comment on different business situations and to offer a range of solutions to problems faced by business. This involves a more analytical approach to business.

How is the Diploma in Business taught?

Learning hours for the Diploma vary, but all courses are designed to be short and flexible.

Core Modules on offer

Standard Level and Advanced Level

- Business Organization and Environment
- Effective Business Communication
- Business Finance

Optional

Standard Level and Advanced Level

- Marketing
- Human Resource Management
- Interpersonal Business Skills
- Business Start-up
- Information and Communications Technology
- Organizing Meetings and Events

To be awarded the Cambridge International Diploma in Business it is necessary to pass all the core modules and two optional modules.

Some schools and training centres will allow you to be assessed and certificated in an individual module, either core or optional, if this better suits your needs.

More information overleaf



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What does each module cover?

Here's more information about each of the modules:

Business Organization and Environment:

- Nature of business culture, objectives and structure
- Understanding practical topics, such as pricing methods

Effective Business Communication:

- Electronic, written and verbal communication
- Visual aids
- Presentations

Business Finance:

- Book-keeping procedures
- Using management and cost accounting methods
- Applying financial analysis for budgetary control

Marketing:

- Role and benefits of marketing
- Analyzing market research methods
- Buying behavior
- Strategic planning and analysis tools

Human Resource Management:

- Monitoring, motivating and rewarding employees to improve performance

Interpersonal Business Skills

- Handling situations assertively
- Communicating in a variety of scenarios
- Interviewing
- Telephoning
- Making effective presentations
- Negotiation and influencing skills

Business Start-up:

- Formulating business proposals
- Financial and legal aspects of start-up
- Developing elementary business plans

Information and Communications Technology:

- Using word processors, spreadsheets, e-mail and the internet
- Producing effective documents
- Solving problems
- Communicating with other users of ICT

Organizing Meetings and Events

- Identifying planning needs
- Different meeting types
- Role of the chairperson and administrator
- Using monitoring aids
- Planning and organizing a meeting or event

Examination information

Assessment for the Diploma varies between the core and optional modules. The three core modules and two of the optional modules (Marketing and Human Resource Management) are assessed under examination conditions, usually in May and October each year.

For the other three optional modules, you can enter for an assessment as soon as you have the knowledge and skills rather than waiting for a fixed examination session. You will be required to complete an assignment for each module that will be marked by Cambridge.

About CIE

University of Cambridge International Examinations (CIE) qualifications are taken in over 150 different countries and are recognized by universities, education providers and employers across the globe. CIE offers a wide range of academic and professional qualifications for people of all ages and abilities.

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