



Coventry & Warwickshire
Chamber of Commerce
Training
Training | Skills | Growth

HNC in Business



What is the HNC in Business?

The Higher National Certificate in Business is a part time course (the full-time version is called the Higher National Diploma (HND)).

This HNC award aims to provide students with an education in a wide range of business related subjects. It is suitable for both school leavers and mature students. This course will equip students with essential skills and a qualification that may lead to career progression, employment or will provide students with a sound basis for study at a higher level; for example the HND in Business Administration, Diploma of Higher Education, a Foundation Degree and a Bachelors Degree.

The HNC in Business is 120 credits in size made up from a range of mandatory and optional units

The programme will run over one year, with attendance at C&W Chamber Training in Coventry for one afternoon/early evening per week.

In addition to the modules outlined below there are planned study skills sessions at the start of the programme and regular tutorials.

Modules covered

- Personal and Professional Development
- Business Decision Making
- Business Environment
- Managing Financial Resources and Decisions
- Organisations and Behaviour
- Marketing Principles
- Human Resource Management
- The Internet and E-Business

Assessment

Assessment will be in the form of assignments. There are no formal exams.

Personal & Professional Development

Aim

This unit aims to help the learner become an effective and confident self directed employee. This helps the learner become confident in managing own personal skills to achieve personal career goals

Learning Outcomes

On successful completion of this unit a learner will:

- Understand how the self managed learning can enhance lifelong development
- Be able to take responsibility for own personal and professional development
- Be able to implement and continually review own personal and professional development plan
- Be able to demonstrate acquired interpersonal and transferable skills

Managing Financial Resources & Decisions

Aim

The unit aim is to provide learners with an understanding of where and how to access sources of finance for a business, and the skills to use financial information for decision making.

Learning Outcomes

On successful completion of this unit a learner will:

- Understand the sources of finance available to a business
- Understand the implications of finance as a resource within a business
- Be able to make financial decisions based on financial information
- Be able to evaluate the financial performance of a business

Business Environment

Aim

The aim of this unit is to provide learners with an understanding of different organisations, the influence of stakeholders and the relationship between businesses and the local, national and global environments.

Learning Outcomes

On successful completion of this unit a learner will:

- Understand the organisational purposes of businesses
- Understand the nature of the national environment in which businesses operate
- Understand the behaviour of organisations in their market environment
- Be able to assess the significance of the global factors that shape national business activities.

Organisations and Behaviour

Aim

The aim of this unit is to give learners an understanding of individual and group behaviour in organisations and to examine current theories and their application in managing behaviour in the workplace.

Learning Outcomes

On successful completion of this unit a learner will:

- Understand the relationship between organisational structure and culture
- Understand different approaches to management and leadership
- Understand ways of using motivational theories in organisations
- Understand mechanisms for developing effective teamwork in organisations

Marketing Principles

Aim

This unit aims to provide learners with understanding and skills relating to the fundamental concepts and principles that underpin the marketing process.

Learning Outcomes

On successful completion of this unit a learner will:

- Understand the concept and process of marketing
- Be able to use the concepts of segmentation, targeting and positioning
- Propose segmentation criteria to be used for products in different markets
- Understand the individual elements of the extended marketing mix
- Be able to use the marketing mix in different contexts

Business Decision Making

Aim

The aim of this unit is to give learners the opportunity to develop techniques for data gathering and storage, an understanding of the tools available to create and present useful information, in order to make business decisions.

Learning Outcomes

On successful completion of this unit a learner will:

- Be able to use a variety of sources for the collection of data, both primary and secondary
- Understand a range of techniques to analyse data effectively for business purposes
- Be able to produce information in appropriate formats for decision making in an organizational context
- Be able to use software generated information to make decisions in an organization.

Human Resource Management

Aim

This unit provides an introduction to the concepts and practices of human resource management within the United Kingdom and focuses on the management of recruitment, retention and employment cessation.

Learning Outcomes

On successful completion of this unit a learner will:

- Understand the difference between personnel management and human resource management
- Understand how to recruit employees
- Understand how to reward employees in order to motivate and retain them
- Know the mechanisms for the cessation of employment.

The Internet and E-Business

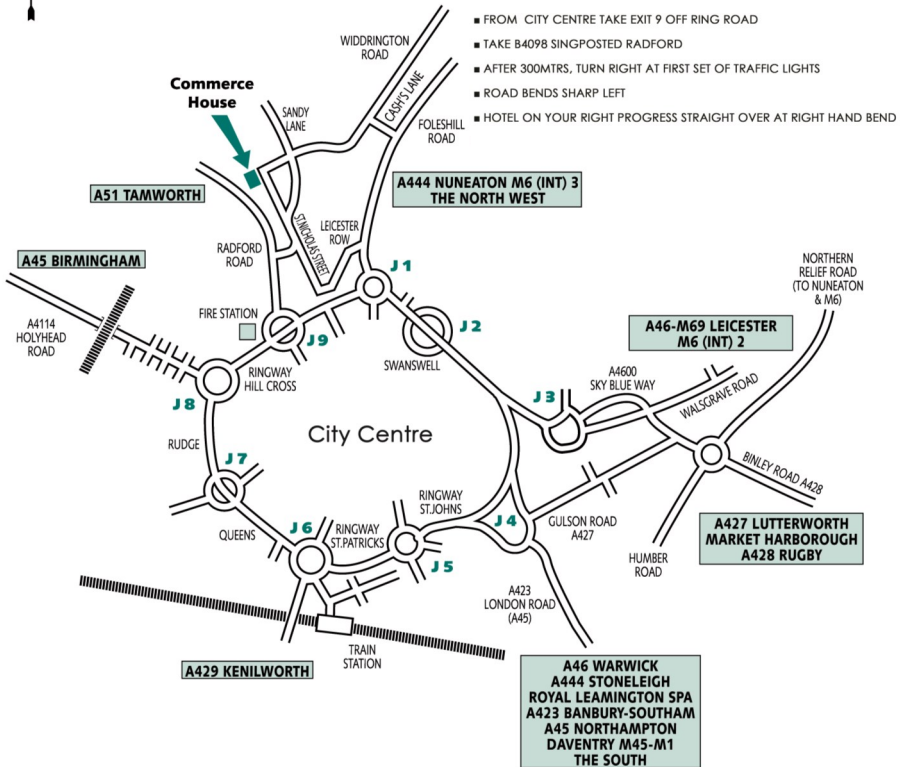
Aim

The aim of this unit is to give learners an understanding of the internet and how e-business can be used in organisations.

Learning Outcomes

On successful completion of this unit a learner will:

- Understand the scope of e-business
- Understand how the internet works
- Be able to use different e-business models
- Be able to use good website design



Contact Us

For more information about the HNC in Business please contact our Business Development Team:

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Apprenticeships

Good for Business