



Business & IT Studies

Aurum Vitae in Coronam Transmutans



PROSPECTUS 2008 / 2009

Dear Student,

Thank you for choosing to study at Rockfield College and experience not only the beautiful setting of the English Riviera, but also the carefully selected courses chosen to enhance your education.

From the moment that we receive your completed application form you will be in the hands of our professional registrars whose job it is to ensure that your choice of course is appropriate to your career needs. Once your course has been finalised you, for those students planning to come from abroad to study in the UK, you will need to apply for your visa.

Our courses, delivered by experienced tutors in small classes, will help you achieve the highest possible competence in your chosen area of study. We are confident that at Rockfield we have created a learning environment that is as comfortable as it is effective and that, as a consequence, your time with us will be as enjoyable as it is academically rewarding.

### Some Good Reasons to Choose Rockfield College

- High Quality Courses
- Friendly and Supportive Staff
- Low Living Cost
- Attractive, Safe and Secure Campus
- Excellent Local Social/Nightlife

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## 1 MISSION STATEMENT

- To provide courses for professional growth and to build careers through education
- To be committed to our students, providing support and guidance throughout their study period
- To keep class numbers small and to strive always for the most successful outcome
- To offer only recognised qualifications that are valued throughout the world
- To provide a range of services to best meet and satisfy the needs of all our students

## 2 INTRODUCTION

### A World of Opportunity (Accreditations & Validations)

#### Association of Business Executives (ABE)

The ABE provides professional qualifications, which may be used to prepare for a career in business, to gain entry to study for further professional qualifications or to obtain useful exemptions on a range of university business courses in the UK and elsewhere. The Panel of Examiners and Moderators is drawn from the staff of UK universities and from senior managers in the UK, ensuring their syllabi are always relevant and up-to-date.

#### University of London

The University of London is one of the oldest and largest universities in the United Kingdom. Founded in 1836 it is one of the most respected academic institutions in the world and the quality of its degrees is acknowledged and respected across the globe. Students studying at Rockfield College will follow one of the external undergraduate programmes, but will be assessed to the same standard as those studying at the university itself and, on graduation, will receive a University of London degree.

### Welcome to Rockfield College

Rockfield College was established to provide good quality, well delivered courses and aims to continue doing the same. These courses are accredited by the UK's leading examination boards. These courses are designed to equip students with the skills to manage in the dynamic business world of the 21<sup>st</sup> century. Our courses are mapped in such a way as to provide a clear route from Certificate to Diploma and to Advanced Diploma in various fields of Business and IT. These courses will give you the knowledge and skills required to progress your career and also give you a significant advantage in the highly competitive job market. Our dedicated staff, who have been selected for their expertise and inspirational teaching methods, are here to assist you achieve your goals.

### Equal Opportunities

Rockfield College is committed to promoting equal opportunities for all. Rockfield College treats all students and employees with equal respect and provides an environment free of discrimination, harassment or victimisation. It is committed to achieving a student body and workforce who reflects the local community and the wider catchments area from which students and staff are drawn.

### The English Riviera

The English Riviera is made up of three towns: Torquay, Paignton & Brixham (Torbay). Rockfield College is situated in Torquay, the biggest of the three. Torquay is a beautiful seaside town, with a busy harbour at its heart, surrounded by lush green rolling hills. It is famous for being the "Queen of the Riviera" and over the years has remained one of the most popular resorts in the UK. During the day there are plenty of coves and beaches to explore, leisure activities to part take – especially if you enjoy water sports, golf and walking. During the night there is a vibrant, glittering nightlife to experience with restaurants, nightclubs and theatres. You will be spoilt for choice of things to do, plus what a fantastic place to carry out your studies!

### Social Tolerance

The United Kingdom has one of the most enviable records for integration of ethnic minorities in the world; Government and people alike are warm, friendly and fair-minded towards foreigners.



### 3 BUSINESS STUDIES

Our new Business Management programme is a professional, QCA-accredited qualification to prepare you for a career in business, or to give you advanced entry onto professional qualifications and university degrees in the UK and other countries. The programme covers the theoretical issues of business and management and offers many practical skills useful to potential employers.

#### Certificate in Business Management (Level 3) - ABE

The Certificate course is made up of four compulsory course units. Each unit takes approximately 100 learning hours.

- Introduction to Business
- Introduction to Quantitative Methods
- Introduction to Accounting
- Introduction to Business Communications

Certificate examinations are set and marked to UK 'A' level standard.

##### **Certificate Entry Requirements**

*No formal qualifications but applicants should demonstrate competence in English by the attainment of one of the following:*

- *British Council – Intermediate Certificate in English/ Upper Advanced Certificate in English;*
- *LCCI – English for Business (EFB) 1<sup>st</sup> or 2<sup>nd</sup> level*
- *Pitman/ City & Guilds – English for Speakers of Other Languages (ESOL)/ English for Business and Communication*

#### Diploma in Business Management (Level 5) - ABE

The Certificate course is made up of compulsory course and optional course units. Each unit takes approximately 160 learning hours.

##### **Part 1 - Compulsory Units**

- Economic Principles and their Application to Business
- Organisational Behaviour
- Financial Accounting
- Quantitative Methods for Business and Management

##### **Part 2 - Compulsory Units**

- Marketing Policy, Planning and Communication
- Human Resource Management
- Management in Action

##### **Optional Units – Select 2 from:**

- Managerial Accounting
- Principles of Business Law
- Systems Analysis and Design
- Concepts and Principles of Islamic Economics

Examinations are set and marked to the level of the first year of a UK university degree programme. It is recommended that students sit the Diploma stage 1 examinations before attempting any subject at Stage 2.

##### **Diploma Entry Requirements**

*Applicants must have attained one of the following:*

- *ABE Certificate;*
- *Two 'A' levels passes plus four GCSE passes at Grade C or above, two of which must be in English and Mathematics;*
- *Overseas qualifications which maybe accepted by the Registrar as being equivalent to the above;*
- *ABE also welcomes application from candidates without formal qualifications who have been in appropriate employment for at least two years. A reference letter from employer(s) must accompany such applications.*



## Advanced Diploma in Business Management (Level 6) - ABE

The Certificate course is made up of four compulsory course units. Each unit takes approximately 210 learning hours.

### Compulsory Units

- Corporate Strategy and Planning
- Managing in Organisations
- International Business Case Study

### Optional Units – Select 2 from:

- Strategic Marketing Management
- Corporate Finance
- Strategic Human Resource Management for Business Organisation
- Managing the Information Resource
- Islamic Finance

Advanced Diploma examinations are set and marked to the

level of the second year of a UK university degree programme.

Students who successfully achieve the ABE Diploma may proceed onto any of a number of university business courses. For a list of British universities which accept ABE qualifications towards the entry requirements for their BA and MBA degree programmes please see [www.abeuk.com](http://www.abeuk.com) or alternatively you can continue your studies with Rock-

### Advanced Diploma Entry Requirement

Applicants must have attained one of the following:

- ABE Diploma;
- A UK Honours Degree or Overseas equivalent
- Other recognised qualifications of Overseas Institutes of Higher Management



## 4 COMPUTING & IT STUDIES

### Certificate in Information Systems (Level 3) - ABE

- Introduction to Business
- Introduction to Accounting
- IT Applications and Skills
- Introduction to the World of Computers

#### Certificate Entry Requirements

No formal qualifications but applicants should demonstrate competence in English by the attainment of one of the following:

- British Council – Intermediate Certificate in English/ Upper Advanced Certificate in English;
- LCCI – English for Business (EFB) 1<sup>st</sup> or 2<sup>nd</sup> level
- Pitman/ City & Guilds – English for Speakers of Other Languages (ESOL)/ English for Business and Communication

### Diploma in Information Systems (Level 5) - ABE

#### Part 1 - Compulsory Units

- Computer Fundamentals
- Computer Applications in Business and Finance
- Principles of Programming

#### Optional Units

- Organisational Behaviour or
- Financial Accounting

#### Part 2 - Compulsory Units

- Computer Networking
- Systems Analysis and Design
- Information Systems Project Management

#### Optional Units – Select 2 from:

- Human Resource Management
- Marketing Policy
- Planning and Communication
- Managerial Accounting or
- Quantitative Methods for Business and Management

Diploma examinations are set and marked to the level of the first year of an UK University degree programme



#### Diploma Entry Requirements

Applicants must have attained one of the following:

- ABE Certificate;
- Two 'A' levels passes plus four GCSE passes at Grade C or above, two of which must be in English and Mathematics;
- Overseas qualifications which maybe accepted by the Registrar as being equivalent to the above;
- ABE also welcomes application from candidates without formal qualifications who have been in appropriate employment for at least two years. A reference letter from employer(s) must accompany such applications.