

- **Overview**

Develop practical and usable skills for both current and future employment roles with our short online Certificate of Higher Education (CertHE) in Business and Management course. The study is based around specific business-related issues within the context of cross-functional modules that develop communications, presentation, writing, analytical and critical-thinking skills.

This course introduces you to a number of key and practical skills that can form the basis for ongoing career development. You'll learn about the structure and dynamics of different types of organisations, understand different leadership and managerial approaches, become adept at analysing, evaluating and interpreting information and data and discover techniques to solve a range of business problems. You will also gain valuable insights into some key business subjects including marketing, human resource management and finance.

Our CertHE Business and Management can be achieved as a stand-alone qualification or used as a stepping stone towards a full BA (Hons) Business and Management or BA (Hons) Business and Marketing degree.

* The start date and details of this course are still subject to University approval. In the event that approval is not granted by your course start date, an alternative date will be offered or a full refund given. If we need to make changes to this programme as part of the University of Essex validation process, we will communicate these to you at the earliest possible date.

- **Course structure**

The CertHE Business and Management is made up of the following modules and, upon completion, is equal to a total of 120 credits.

- **Level 4 modules:**

Fundamentals of Effective Learning (15 credits) *
Business and Management Skills (15 credits) *
Fundamentals of Marketing (15 credits) *
Human Resource Management (15 credits) *
Business Environment (15 credits) *
Introduction to Finance (15 credits) *
Core Skills and Employability (30 credits) *

Upon completion of your CertHE Business and Management, we offer the opportunity for you to progress on to study for a full Bachelors degree (360 credits).

*** These modules are core and must be passed in order to achieve the award.**

- **Course Duration:** 16 Months
Mode: Online

- **Entry requirements**

We believe that education should be accessible for everyone, so we offer an Open Entry Route that means you do not need any previous academic qualifications to start our CertHE Business and Management course.

You will be allowed to start the CertHE Business and Management course and make an assessment of whether it is right for you during the first three weeks. You must pass your first assignment set during this time in order to continue with your studies.

If English is not your first language, your English ability should be equivalent to an IELTS (Academic) score of 6.0. If you do not hold an IELTS or equivalent qualification, we require students to pass a free online English test.

You don't need to prove your knowledge of English if you're a national of, or if you have completed a qualification equivalent to a UK degree in, any of these countries.

- **Assessment**

We adopt an assignment-based approach to assessment instead of exams. CertHE Business and Management assignments are based on real-life work experience and assessed by tutors on an ongoing basis.

You are always aware of your current provisional grade right from the start of the programme, allowing you to evaluate the success of your current study methods and clearly identify areas to improve.

We believe that this transparency gives you the information you need to make the most of your course. We achieve this by:

- showing your marks clearly in your gradebook, which can be viewed whenever you log onto the learning platform
- the rapid turnaround of work assessed to ensure that your gradebook is always up to date
- assessing your work throughout the module rather than waiting for end of year exams
- ensuring you have regular contact with your Student Adviser
- the simplicity and transparency in the design of our assessment criteria

We also have a policy of ensuring that work submitted by students is authentic. As well as the fact that all work is frequently assessed, we use a well-established electronic monitoring system to check for plagiarism.