

About This Course

The level 4/5 diploma in business management is a 240 credit course designed to fast track students to the final year of an associated undergraduate degree in business and management, which can either be completed at a UK university on campus or via distance learning.

The level 4 modules and assignments of this course are equivalent to the first year of a university degree. The Level 5 modules and assignments are equivalent to the second year of a university degree.

This course is made up of 10 level 4 modules (120 credits) and 10 level 5 modules (120 credits); each level also includes 6 written assignments. If a student decides to only study at level 4, they will receive 120 credits and can apply for an exemption from the first year of a university degree course.

Each module consists of approximately 40 guided learning hours of material with an additional 30-50 hours of optional learning material. These materials comprise of recommended exercises, recommended readings and internet resources.

Qualification

Qualification Numbers: Qualifi Level 4 Diploma in Business Management - 601/6048/2

Qualification Numbers 2: Qualifi Level 5 Diploma In Business Management - 601/6049/4



The undergraduate Level 4/5 Business Management

Students study with the SEGO U for the first 2 years (240) credits then complete the final year at a UK university either via distance learning or in the UK on campus.

Stage 3

Complete the final year of your BA Degree with any university in the UK, or choose from our preferred partner universities (please refer to the last page)

Stage 2

Level 5 Extended Diploma in Management
(120 credits)

Stage 1

Level 4 Extended Diploma in
Management (120 credits)

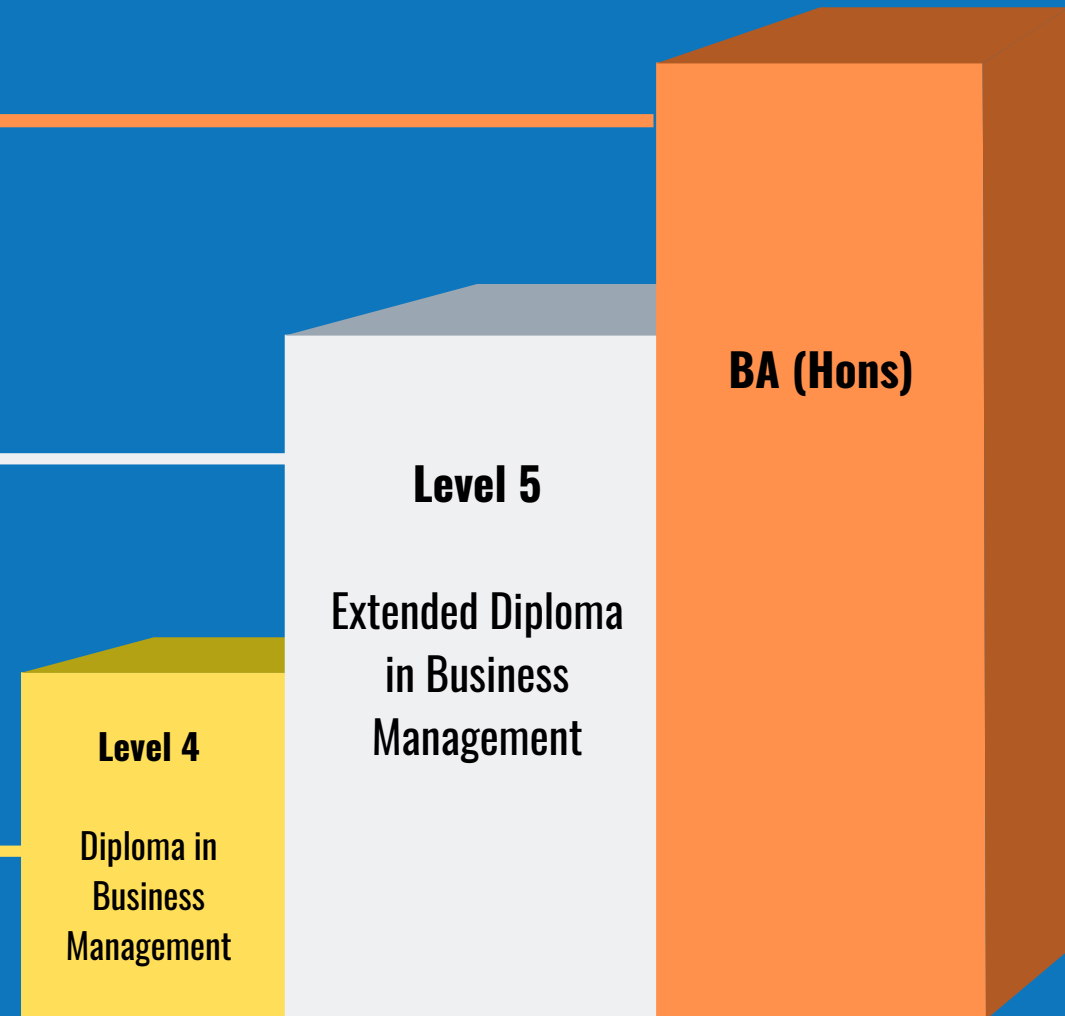
Level 4

Diploma in
Business
Management

Level 5

Extended Diploma
in Business
Management

BA (Hons)



LEVEL 4 DIPLOMA

Module Listing

Developing personal skills - Develop a range of personal skills vital to the world of business. Concentrating on communication, leadership and decision making techniques.

Effective communication - Communication is the key to effective operations and working effectively with others. Throughout this module, learners will grasp a range of communication techniques used for a variety of commercial purposes.

The business environment - Explore issues outside of the business that may affect the business and its operations. Looking into economics, international dimensions, nature and competition.

The marketing mix - Exploring and using the marketing mix as part of the business planning process.

Strategic HRM - This module looks at employees and people as a business' most valuable asset. Recruit the best, reward the best and retain the best.

Managing ethically - Explore the various theories and models of management and their different contexts.

Culture and the organisation - What is meant by culture? Why is it important? How does it differ between organisations?

Customers and customer service - This module looks at customers as the fulcrum of any business.

Fundamentals of accounting - On completion of this module, learners will understand accounts and how they can be used to give insight into the health of the organisation.

Financial management and control - In this module, learners will compare and contrast some examples of good and bad financial decision making and the impact on the business.

COURSE INFORMATION

OVERVIEW

Equivalent to the first year of an undergraduate degree giving the student 120 credits on completion. It is also a starting point for students embarking on a career in business.

ENTRY REQUIREMENTS

A student has to be 18 or over and have a high school education or with suitable vocational experience.

STUDY HOURS

10 modules totalling 120 credits each requiring an average of 40 hours of study per module. It is flexible, so you study the course at your own pace. As well as 10 modules, you will be required to write 6 assignments with a word count of around 2,000-3,000 words per assignment, to complete the qualification.



LEVEL 5 DIPLOMA

Module Listing

The entrepreneurial manager – What is an entrepreneur? Examine the skills and qualities of entrepreneurship.

Organisation structures – Why are organisations structured in the way they are? What determines the optimum structure and how does it differ between organisations? In this module, learners will look at the numerous models and theories that make up organisational structure.

Practical accounting analysis – Learners will complete exercises in accounts throughout this module to understand what they are telling us and the actions that analysis can precipitate.

Business planning and goal setting – What is the business trying to achieve? What will it do? How will it do it? This module focuses on the creation of clear goals and clear plans to achieve a clear objective.

Politics and business – Impact of politics on business and how it may help or hinder business. This module will educate learners on economic impact, exports and government support.

Business law – Explore the statutory responsibilities of managers as learners look into the legalities of business and business executives.

Managing in today's world – Business in the modern world. This module focuses on governance and equality as a means to do right in business.

Performance management – Understanding how your people and your business can continually improve together, learners will review reward structures, CPD, training and development to ensure high performance in business.

Marketing and sales planning – Learners will analyse how markets, customers, competitors and products can come together in a cohesive plan.

Quantitative skills – On successful completion of this module, learners will have knowledge of numeric exercises and will understand their use within the context of the business.

COURSE INFORMATION

OVERVIEW

Equivalent to the second year of an undergraduate degree giving the student a further 120 credits on completion. This would be a total of 240 credits for level 4/5 combined which will allow a student to go onto the final year of an undergraduate degree with one of our university partners.

ENTRY REQUIREMENTS

A student must hold the SEGO U Level 4 qualification or equivalent. Also, if a student has the relevant work experience they will be accepted.

STUDY HOURS

10 modules totalling 120 credits each requiring an average of 40 hours of study per module. It is flexible, so you study the course at your own pace. As well as 10 modules, you will be required to write 6 assignments with a word count of around 2,000-3,000 words per assignment, to complete the qualification.



Assignment listing

The Qualifi level 4/5 diploma in business management has 6 written assignments at each level. The assignments are approximately 2,000-3,000 words each. Students are provided support on the modules and assignments via the 'Tutor' section of the learning platform.

The assignment unit titles for the level 4 course are:

1. Managing change
2. Communication in an organisation
3. Business operations
4. Leadership and the organisation
5. Developing teams
6. Financial awareness

More information about the level 4 units can be found here: [Qualifi level 4 diploma in business management](#)

The assignment unit titles for the level 5 course are:

1. Business development
2. Business models and growing organisations
3. Customer management
4. Responding to the changing business environment
5. Risk management and organisations
6. Effective decision making

More information about the level 5 units can be found here: [Qualifi level 5 diploma in business management](#)



How top-up degrees work

Graduating SEGO U students can progress onto a university programme either to join at undergraduate entry level, usually on completion of a Level 3 programme, or onto a “top-up” degree, depending on the level of their completed Ofqual programme. Generally Level 3 is undergraduate entry, Level 4 first year degree, Level 5 second year degree, Level 6 Graduate level and Level 7 Post Graduate level.

University top-up courses require you to have a qualification in a relevant subject. This means that the course of study that you choose should be closely tied to your previous qualification. However, it does not have to be the same subject. There is wide flexibility which allows our students to have a wide range of career or completion prospects upon graduation from SEGO U courses. Universities will generally look at your broader experiences and motivations as well as formal qualifications.

Progression Routes

On completion of your SEGO U Diploma, you will be eligible to complete a university top up programme, from one of our university partners. Your final degree will be awarded by your chosen University and will not state that it has been completed online .

