

## e-Learning/Blended Learning Delivery Table

### BTEC Professional Award/Certificate/Diploma in Management Studies (L4)

All units: 30 GLH (Guided Learning Hours)

Award: 3 Units in Total (90 GLH) comprising 1 Core Unit - Personal Development plus 2 Specialist Units (S)

Certificate: 6 Units in Total (180 GLH) comprising 2 Core Units - Personal Development and Communications at Work plus 4 Specialist Units (S)

Diploma: 9 Units in Total (270 GLH) comprising 3 Core Units - Personal Development, Communications at Work and Leadership - plus 6 Specialist Units (S)

Unit Number	Description	Unit Number	Description
1	Personal Development (Core)	10	IT for Managers (S)
2	Communication at Work (Core)	11	Recruitment and Selection (S)
3	Leadership (Core)	12	Managing Performance (S)
4	Financial Awareness (S)	13	Managing Quality (S)
5	Managing Change (S)	14	Managing a Budget (S)
6	Managing Activities (S)	15	Promoting Innovation (S)
7	Managing Projects (S)	16	Managing Marketing (S)
8	Winning Teams (S)	17	Enhancing Customer Value (S)
9	Decision Making and Taking (S)	18	Introducing Strategy (S)

Grey shaded units not available in 2005

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Unit	Learning Outcomes	e-learning content - learning topic format
1. Personal Development	<ol style="list-style-type: none"> <li>1. Explore the skills and techniques needed for effective time management</li>   <li>2. Examine the personal and professional skills needed to manage effectively</li>   <li>3. Carry out a personal skills audit and produce a personal development plan to review and maintain planned life and career goals</li> </ol>	<p><b>Module 1: Time Management</b>  Topic 1 - Time Management and You  Topic 2 - Making Time  Topic 3 - Time Stealers</p> <p><b>Module 2: Personal and Professional Skills</b>  Topic1 - The Effective Manager  Topic 2 - Recognising Stress  Topic 3 - Dealing with Stress  Topic 4 - Communication skills  Topic 5 - Speaking and Hearing  Topic 6 - Active Listening  Topic 7 - Active Body Language  Topic 8 - Questioning  Topic 9 - Planning to communicate  Topic 10 - Getting the message across  Topic 11 - What is assertiveness?  Topic 12 - What is conflict management?  Topic 13 - Coaching and Mentoring</p> <p><b>Module 3: Personal Skills Audit &amp; Personal Development Plan</b>  Topic 1 - How Individuals Differ  Topic 2 - Learning Styles  Topic 3 - Life and career planning  Topic 4 - Setting Standards and Objectives</p>
2. Communications at Work	<ol style="list-style-type: none"> <li>1. Investigate communications in an organisation</li> </ol>	<p><b>Module 1 - Communications in an organisation</b>  Topic 1 - Introduction to Workplace communications  Topic 2 - Communication Barriers  Topic 3 - Management Research  Topic 4 - Sources of Information  Topic 5 - Making sense of Qualitative data  Topic 6 - Making sense of Quantitative data  Topic 7 - Understanding Quantitative and Qualitative data  Topic 8 - Communication Systems and Processes  Topic 9 - Workplace Communication Structures  Topic 10 - Culture in the Workplace  Topic 11 - Adapting to Improve Your Workplace Communication</p>

1. Description	2. Learning Outcomes	3. e-content - learning topic format
<p>Communications at Work (Unit 2) - continued</p>	<p>2. Examine effective interpersonal communications</p> <p>3. Explore managing internal and external workplace communication</p>	<p><b>Module 2 - Interpersonal Communications</b>  Topic 1 - Introduction to Interpersonal Communications  Topic 2 - Written Communications  Topic 3 - Active Listening  Topic 4 - Questioning Skills  Topic 4a - Questioning Skills Quiz  Topic 5 - Types of Meetings  Topic 6 - Leading Effective Meetings  Topic 7 - How to Deliver Effective Presentations  Topic 8 - Using Visual Aids  Topic 9 - Presentation Skills</p> <p><b>Module 3 - Managing Internal and External Workplace Communications</b>  Topic 1 - Monitoring Internal Workplace Communications  Topic 2 - Monitoring External Workplace Communications  Topic 3 - Importance of Information  Topic 4 - What is Knowledge  Topic 5 - Information Management  Topic 6 - Planning Information Exercise</p>
<p>3. Leadership</p>	<p>1. Examine the impact of different leadership attributes and skills on work groups</p> <p>2. Explore a range of current theories, models and principles of leadership and evaluate their applicability in a given organisational context</p> <p>3. Investigate the development of leadership skills appropriate to specific situations</p>	<p><b>Module 1 - Different leadership attributes and skills</b>  Topic 1 - Styles of Leadership  Topic 2 - Leadership Attributes  Topic 3 - Emotional Intelligence</p> <p><b>Module 2 - Current theories, models and principles of leadership</b>  Topic 1 - Management theories  Topic 2 - Leadership theories  Topic 3 - Leadership in the organisational context</p> <p><b>Module 3 - Development of Leadership Skills</b>  Topic 1 - Leading and Supporting Teams  Topic 2 - Encouraging participation  Topic 3 - Developing your skills as a leader</p>

1. Description	2. Learning Outcomes	e-learning content – learning topic format
4. Financial Awareness	1. Investigate the principles, standards and conventions of accounting  2. Explore the nature and use of financial information  3. Examine the interpretation and analysis of financial information	<b>Module 1 - Principles, Standards and Conventions of Accounting</b> Topic 1 - Background to Financial Management Topic 2 - Accounting and Financial Management Topic 3 - Principles of Accounting Topic 4 - Ways of measuring Financial Information Topic 5 - Assets Topic 6 - Liabilities Topic 7 - Financial Statements - the Balance Sheet  <b>Module 2 - Nature and Use of Financial Information</b> Topic 1 - The Balance Sheet Topic 2 - The Profit and Loss Account Topic 3 - Types of Comparison Topic 4 - Relationship between Profit and Loss Account and Balance Sheet  <b>Module 3 - Interpretation and Analysis of Financial Information</b> Topic 1 - Importance of Analysing Financial Information Topic 2 - The relevance of Profitability Topic 3 - Common Size Analysis Topic 4 - Measuring Financial Performance Topic 5 - Liquidity Topic 6 - Identifying Trends Topic 7 - Interpretation and Analysis of Financial information
5. Managing Change	1. Explore and define an issue requiring change  2. Develop plans to involve and lead stakeholders in planning the change	<b>Module 1 - An Issue requiring change</b> Topic 1 - All Change Topic 2 - Issues Requiring Change Topic 3 - Clarifying the Issue Topic 4 - Presenting the Information  <b>Module 2 - Planning the Change</b> Topic 1 - Planning for Change Topic 2 - Strategies for Change Topic 3 - Gaining Support for Change Topic 4 - Motivating For Change

1. Description	2. Learning Outcomes	3. e-learning content - learning topic format
Managing Change (Unit 5) - Continued	3. Plan the implementation and evaluation of the change process	<b>Module 3 - The implementation and evaluation of the change</b> Topic 1 - Evaluating and Implementing Change Topic 2 - Tools for Change
6. Managing Activities	1. Examine the importance of business processes in delivering outcomes based upon business goals and objectives 2. Develop and implement operational plans for area of responsibility 3. Investigate health and safety in the workplace	To be advised
7. Managing Projects	1. Plan, prepare and undertake the development and management of a project  2. Undertake research for appropriate evidence and theory  3. Make sound recommendations for the implementation and evaluation of the project proposals	<b>Module 1 - Development and Management of a Project</b> Topic 1 - What is a project? Topic 2 - Managing contracts Topic 3 - Negotiating contracts  <b>Module 2 - Appropriate evidence and theory</b> Topic 1 - Research Methods Topic 2 - Analysing Information  <b>Module 3 - Project Proposals</b> Topic 1 - Option appraisal Topic 2 - Structuring your proposal Topic 3 - Presenting your proposal
8. Winning Teams	1. Examine the characteristics of teams  2. Explore Methods for team development  3. Monitor and evaluate the performance of teams	<b>Module 1 - Characteristics of Teams</b> Topic 1 - What are Teams? Topic 2 - Attributes of Winning Teams  <b>Module 2 - Team Development</b> Topic 1 - Developing a Winning Team Topic 2 - Communicating with your Team Topic 3 - Career Planning Topic 4 - Succession Planning  <b>Module 3 - Performance of Teams</b> Topic 1 - Improving Team Performance Topic 2 - Understanding behaviour Topic 3 - Delegation and Feedback Topic 4 - Conflict Management Topic 5 - Performance Standards and Objectives Topic 6 - Monitoring and Appraising Performance Topic 7 - Learning through Training and Development

1. Description	2. Learning Outcomes	3. e-learning content - learning topic format
9. Decision Making and Taking	<ol style="list-style-type: none"> <li>1. Analyse current information and knowledge needs for decision taking</li>   <li>2. Explore appropriate improvements in the decision-making process</li>   <li>3. Implement and monitor appropriate improvements</li> </ol>	<p><b>Module 1 - Current Information and knowledge needs</b>  Topic 1 - Information for decision making  Topic 2 - Problem diagnosis  Topic 3 - Problem solving techniques</p> <p><b>Module 2 - Appropriate improvements in the decision making process</b>  Topic 1 - Decision making  Topic 2 - Approaches to decision making  Topic 3 - Negotiating for managers  Topic 4 - Disseminating the decision</p> <p><b>Module 3 - Implement and monitor appropriate improvements</b>  Topic 1 - Implementing improvements  Topic 2 - Monitoring improvements</p>
10. IT for Managers	<ol style="list-style-type: none"> <li>1. Use and describe a range of software applications</li>   <li>2. Investigate legislation issues and implications of using IT</li>   <li>3. Evaluate applications of IT and relevant issues</li> </ol>	<p><b>Module 1 - ICT Software Skills and Support</b>  Topic 1 - Unit Introduction  Topic 2 - Introduction to common ICT Skills  Topic 3 - Using Files and Folders  Topic 4 - Introducing Word Processing  Topic 5 - Introducing Spreadsheets  Topic 6 - Presentations and Multimedia  Topic 7 - Introducing Databases  Topic 8 - Making the most of the Internet  Topic 9 - e-mail</p> <p><b>Module 2 - Legislation issues and implications of using ICT</b>  Topic 1 - Strategic considerations when using ICT  Topic 2 - Financial considerations when using ICT  Topic 3 - Security  Topic 4 - Health and Safety legislation  Topic 5 - Data Protection Act  Topic 6 - ICT misuse legislation</p> <p><b>Module 3 - Applications of ICT in Business</b>  Topic 1 - Introduction to ICT Personal Applications  Topic 2 - Business applications of ICT .....cont.</p>

1. Description	2. Learning Outcomes	3. e-learning content - learning topic format
10. IT for Managers.....continued	3. Evaluate applications of IT and relevant issues	<b>Module 3 - Applications of ICT in Business - .....continued</b> Topic 3 - Introduction to e-Business and the Internet Topic 4 - Functionality of ICT (Hardware and Software) in Business Topic 5 - ICT Systems and use Topic 6 - ICT Data Storage Topic 7 - Issues of ICT for Management and Society
11. Recruitment and Selection	1. Investigate personnel requirements and undertake a job analysis for an identified person 2. Examine employment legislation with regard to recruitment 3. Implement and evaluate the recruitment and selection process	<b>Module 1 - Job Analysis</b> Topic 1 - Introduction to recruitment and selection Topic 2 - Mapping Human Resource Skills Topic 3 - Job Evaluation Topic 4 - Skills Audit Activity  <b>Module 2 - Employment Legislation</b> Topic 1 - Introduction to Employment Legislation and Law Topic 2 - Equal Pay Act Topic 3 - Rehabilitation of Offenders Act Topic 4 - Sex Discrimination Act Topic 5 - Race and Immigration Acts Topic 6 - Disability Discrimination Act Topic 7 - Employment Act Topic 8 - Working Time Regulations Topic 9 - Data Protection Act Topic 10 - Legislation Summary  <b>Module 3 - Recruitment and Selection Process</b> Topic 1 - Recruitment Topic 2 - Screening.....continued <b>Module 3 - Recruitment and Selection</b> Topic 3 - Interview Topic 4 - Induction Topic 5 - Activity
13. Managing Quality	1. Define total quality and trace the origins of TQM 2. Explore the aspects of culture necessary to support a quality driven system 3. Examine and analyse the systems and procedures used to monitor and control performance	To be advised

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14. Managing a Budget	<ol style="list-style-type: none"> <li>1. Investigate the principles of planning and forecasting</li> <li>2. Explore budgets</li> <li>3. Examine cost, cost control and break-even analysis</li> </ol>	To be advised
16. Managing Marketing	<ol style="list-style-type: none"> <li>1. Analyse the contribution of marketing principles and practises to the attainment of organisational goals</li> <li>2. Create coherent marketing mix proposals for a range of marketing opportunities</li> <li>3. Examine strategies for implementing marketing plans</li> </ol>	To be advised

For more detailed information please visit [www.edexcel.org.uk](http://www.edexcel.org.uk) or [www.btecacademy.co.uk](http://www.btecacademy.co.uk)