

Cambridge International Diploma in Business Factsheet

What is the Cambridge International Diploma in Business?

Whether you're looking to broaden your understanding of business as a whole, or seeking to develop specific workplace skills, the Cambridge International Diploma in Business develops theoretical and practical ability in a range of business disciplines.

As industry becomes more and more competitive, the Diploma allows you to have your skills assessed and formally accredited and provides you with proof of your level of knowledge and competence.

The Cambridge International Diploma in Business:

- Is valued and accepted throughout the world for its high standards of assessment
- Is delivered worldwide through a network of schools, colleges and training providers
- Was developed by Cambridge in close association with leaders in the field to ensure that it is both relevant and accurate
- Was created with an international audience in mind so that globally accepted best practice can be taught while being sensitive to a local context and environment
- Allows on-demand assessment for some modules, so you can enter when the time is right for you

Who can benefit from the Diploma in Business?

The Cambridge International Diploma in Business is suitable for a variety of people. Standard Level is ideal if you are a student at school but are considering working after senior school qualifications, or if you are already employed in a junior position. Standard Level will develop and assess your skills and competence. At Advanced Level, the Diploma is more suitable for supervisors and general managers.

Which level is for you?

At Standard Level, you are expected to develop a good knowledge of basic business concepts and apply these theories in a business context. At Advanced Level, you are expected to build on this knowledge by extending your understanding of business in order to comment on different business situations and to offer a range of solutions to problems faced by business. This involves a more analytical approach to business.

How is the Diploma in Business taught?

Learning hours for the Diploma vary, but all courses are designed to be short and flexible.

Students must enter for the Diploma through a registered CIE Centre. Your Centre will be able to give you more details about how students work towards this assessment.

Modules on offer

Core

Standard Level and Advanced Level

Business Organisation and Environment
Effective Business Communication
Business Finance

Optional

Standard Level and Advanced Level

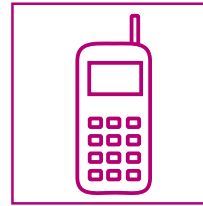
Marketing
Human Resource Management
Interpersonal Business Skills
Business Start-up
Customer Care
Information and Communications Technology
Organising Meetings and Events

To be awarded the Cambridge International Diploma in Business, it is necessary to pass all the core modules and two optional modules.

Some schools and training centres will allow you to be assessed and certified in an individual module, either core or optional, if this better suits your needs.



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What does each module cover?

Business Organisation and Environment

- Nature of business culture, objectives and structure
- Understand practical topics, such as pricing methods

Effective Business Communication

- Electronic, written and verbal communication
- Visual aids
- Presentations

Business Finance

- Book-keeping procedures
- Use management and cost accounting methods
- Apply financial analysis for budgetary control

Marketing

- Role and benefits of marketing
- Analyse market research methods
- Buying behaviour
- Strategic planning and analysis tools

Human Resource Management

- Monitor, motivate and reward employees to improve performance

Interpersonal Business Skills

- Handle situations assertively
- Communicate in a variety of scenarios
- Interview

- Telephone
- Produce effective presentations
- Negotiation and influencing skills

Business Start-up

- Formulate business proposals
- Financial and legal aspects of start-up
- Develop elementary business plans

Customer Care

- Understand what customers want
- Handle difficult customers
- Work with others to deliver an effective service
- Identify and respond to customers' needs
- Formulate solutions to customers' problems

Information and Communications Technology

- Use word processors, spreadsheets, email and the internet
- Produce effective documents
- Solve problems
- Communicate with other users of ICT

Organising Meetings and Events

- Identify planning needs
- Hold different types of meeting
- Serve as the chairperson and administrator
- Use monitoring aids
- Plan and organise a meeting or event

Examination information

Assessment for the Diploma varies between the core and optional modules. The three core modules and two of the optional modules (Marketing and Human Resource Management) are assessed under examination conditions, usually in May and October each year.

For the other three optional modules, you can enter for an assessment as soon as you have the knowledge and skills, rather than waiting for a fixed examination session. You will be required to complete an assignment for each module that will be marked by Cambridge.

About CIE

University of Cambridge International Examinations (CIE) is the world's largest provider of international qualifications for 14–19 year olds. CIE's broad range of qualifications are recognised by universities, education providers and employers across the globe.

Learn more!

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