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AdChoices

Diploma in Business and Legal Studies Checklist

Diploma in Business and Legal Studies

Progress Indicator

Name: Yann GEFROTIN
 Progress: **100.00%** 100%
 Total Time: **05:32:00**
 Points: **10**
 Last Access: **2011-07-10 08:24:30**
 Certified: **Yes (Claim your Certificate)**

The table below shows your progress in details, it also show you what topic/modules you failed or did not study. Click on the module link where you want to complete or re-attempt.

Detailed Course Completion Report

Diploma-in-Business-Studies-and-Law: [Managing large scale organisations](#)

First access: Saturday, 9 April 2011, 03:29 PM (91 days 17 h)

Last access: Saturday, 9 April 2011, 03:31 PM (91 days 17 h)

Report:

- o Managing large scale organisations
 - o Characteristics of large scale organisations
 - **Status:** completed
 - **Total Time:** 00:00:06
 - Distinguishing large-scale organisations
 - **Status:** completed
 - **Total Time:** 00:00:14
 - POLC CCM
 - **Status:** completed
 - **Total Time:** 00:00:11
 - Specific management functions
 - **Status:** completed
 - **Total Time:** 00:00:07
 - Contributions of large-scale organisations to the economy
 - **Status:** completed
 - **Total Time:** 00:00:03
 - Business environments
 - **Status:** completed
 - **Total Time:** 00:00:09

Diploma-in-Business-Studies-and-Law: [Evaluating organisational performance](#)

First access: Saturday, 9 April 2011, 03:32 PM (91 days 17 h)

Last access: Saturday, 9 April 2011, 03:33 PM (91 days 17 h)

Report:

- o Evaluating organisational performance
 - o Evaluaton of organisational performance

Diploma-in-Business-Studies-and-Law: Management styles

First access: Saturday, 9 April 2011, 03:40 PM (91 days 17 h)

Last access: Saturday, 9 April 2011, 03:42 PM (91 days 17 h)

Report:

- Management styles
 -  Characteristics of management styles
 - **Status:** completed
 - **Total Time:** 00:00:08
 -  Four management styles
 - **Status:** completed
 - **Total Time:** 00:00:16
 -  Autocratic management style
 - **Status:** completed
 - **Total Time:** 00:00:24
 -  Consultative management style
 - **Status:** completed
 - **Total Time:** 00:00:32
 -  Participative management styles
 - **Status:** completed
 - **Total Time:** 00:00:36
 -  Democratic management style
 - **Status:** completed
 - **Total Time:** 00:00:43
 -  Management skills and competencies
 - **Status:** completed
 - **Total Time:** 00:00:45
 -  Generic skill types
 - **Status:** completed
 - **Total Time:** 00:00:53
 -  Expectations of an effective manager
 - **Status:** completed
 - **Total Time:** 00:00:58
 -  Relationship between management styles and management skills and competencies
 - **Status:** completed
 - **Total Time:** 00:01:09

Diploma-in-Business-Studies-and-Law: Change management

First access: Saturday, 9 April 2011, 03:43 PM (91 days 17 h)

Last access: Saturday, 9 April 2011, 03:44 PM (91 days 17 h)

Report:

- Change management
 -  Organisational change
 - **Status:** completed
 - **Total Time:** 00:00:13
 -  External pressures for change
 - **Status:** completed
 - **Total Time:** 00:01:04
 -  Effects of change on large-scale organisations
 - **Status:** completed
 - **Total Time:** 00:00:55
 -  Effects of change on large-scale organisations continued
 - **Status:** completed
 - **Total Time:** 00:00:51
 -  Processes for effective change management
 - **Status:** completed
 - **Total Time:** 00:00:45
 -  Forms of resistance

- ■ **Status:** completed
■ **Total Time:** 00:00:42
- ✓ Strategies to overcome resistors
- ■ **Status:** completed
■ **Total Time:** 00:00:37
- ✓ Processes for effective change management: implementation
- ■ **Status:** completed
■ **Total Time:** 00:00:34
- ✓ Application of effective change management to significant issues
- ■ **Status:** completed
■ **Total Time:** 00:00:30
- ✓ Social responsibility
- ■ **Status:** completed
■ **Total Time:** 00:00:26
- ✓ Business ethics
- ■ **Status:** completed
■ **Total Time:** 00:00:16
- ✓ Globalisation
- ■ **Status:** completed
■ **Total Time:** 00:00:13
- ✓ Technological development
- ■ **Status:** completed
■ **Total Time:** 00:00:05

📁 Diploma-in-Business-Studies-and-Law: **Human resource management**

First access: Saturday, 9 April 2011, 03:45 PM (91 days 17 h)

Last access: Saturday, 9 April 2011, 03:46 PM (91 days 17 h)

Report:

- Human resource management
- ■ ✓ Introduction and factors involved in managing human resources
 - ■ **Status:** completed
■ **Total Time:** 00:00:05
 - ✓ Human resource management responsibilities
 - ■ **Status:** completed
■ **Total Time:** 00:00:36
 - ✓ The role of the human resources manager
 - ■ **Status:** completed
■ **Total Time:** 00:00:30
 - ✓ Human resource management: job specifications for human resource managers
 - ■ **Status:** completed
■ **Total Time:** 00:00:24
 - ✓ Human resource management: factors influencing the workforce
 - ■ **Status:** completed
■ **Total Time:** 00:00:24
 - ✓ Human resource management: organisational objectives
 - ■ **Status:** completed
■ **Total Time:** 00:00:14
 - ✓ Human resource management: terms and conditions of employment
 - ■ **Status:** completed
■ **Total Time:** 00:00:14
 - ✓ Human resource management: employee motivation
 - ■ **Status:** completed
■ **Total Time:** 00:00:09
 - ✓ Human resource management: motivational theories
 - ■ **Status:** completed
■ **Total Time:** 00:00:02
 - ✓ Human resource management: strategies for motivating employees
 - ■ **Status:** completed
■ **Total Time:** 00:00:39

Diploma-in-Business-Studies-and-Law: **The employment cycle**

First access: Sunday, 10 April 2011, 11:12 AM (90 days 22 h)

Last access: Sunday, 10 April 2011, 11:13 AM (90 days 22 h)

Report:

- The employment cycle
 -  Human resource management: the employment cycle
 - **Status:** completed
 - **Total Time:** 00:00:07
 -  Human resource management: human resource planning
 - **Status:** completed
 - **Total Time:** 00:00:23
 -  Human resource management: job analysis
 - **Status:** completed
 - **Total Time:** 00:00:22
 -  Human resource management: recruitment and selection
 - **Status:** completed
 - **Total Time:** 00:00:19
 -  Human resource management: employment packages, agreements and contracts
 - **Status:** completed
 - **Total Time:** 00:00:14
 -  Human resource management: induction, training and development
 - **Status:** completed
 - **Total Time:** 00:00:09
 -  Human resource management: recognition and reward
 - **Status:** completed
 - **Total Time:** 00:00:06
 -  Human resource management: performance appraisal
 - **Status:** completed
 - **Total Time:** 00:00:29
 -  Human resource management: termination/separation
 - **Status:** completed
 - **Total Time:** 00:00:31

Diploma-in-Business-Studies-and-Law: **Employee relations**

First access: Sunday, 10 April 2011, 11:14 AM (90 days 22 h)

Last access: Sunday, 10 April 2011, 11:14 AM (90 days 22 h)

Report:

- Employee relations
 -  Human resource management: employee relations
 - **Status:** completed
 - **Total Time:** 00:00:02
 -  Human resource management: the role of human resource managers in employee relations
 - **Status:** completed
 - **Total Time:** 00:00:03
 -  Human resource management: conflict between management and employees
 - **Status:** completed
 - **Total Time:** 00:00:08
 -  Human resource management: Key Performance Indicators
 - **Status:** completed
 - **Total Time:** 00:00:13
 -  Human resource management: the application of management styles and skills to employee relations
 - **Status:** completed
 - **Total Time:** 00:00:13

Diploma-in-Business-Studies-and-Law: Managing changes to human resource management

First access: Sunday, 10 April 2011, 11:15 AM (90 days 22 h)

Last access: Sunday, 10 April 2011, 11:15 AM (90 days 22 h)

Report:

- managing changes to human resource management
-  Changes in Human Resource Management resulting from changes in attitudes, technology and legislation.
 - **Status:** completed
 - **Total Time:** 00:00:04
 -  Human resource management: workplace employment conditions
 - **Status:** completed
 - **Total Time:** 00:00:14
 -  Human resource management: workplace diversity
 - **Status:** completed
 - **Total Time:** 00:00:10
 -  Human resource management: changes in technology
 - **Status:** completed
 - **Total Time:** 00:00:06
 -  Human resource management: changes in legislation
 - **Status:** completed
 - **Total Time:** 00:00:05
 -  Human resource management: changes in HRM Resulting from Changes in Attitudes, Technology and Legislation
 - **Status:** completed
 - **Total Time:** 00:00:02
 -  Human resource management: changes in HRM resulting from changes in attitudes, technology and legislation
 - **Status:** completed
 - **Total Time:** 00:00:02

Diploma-in-Business-Studies-and-Law: Operations management

First access: Sunday, 10 April 2011, 11:16 AM (90 days 22 h)

Last access: Sunday, 10 April 2011, 11:16 AM (90 days 22 h)

Report:

- Operations management
-  Operations management: introduction
 - **Status:** completed
 - **Total Time:** 00:00:04
-  Definition - operations management
 - **Status:** completed
 - **Total Time:** 00:00:00
-  Operations management: distinction between manufacturing and service organisations
 - **Status:** completed
 - **Total Time:** 00:00:09
-  Characteristics of operations managers
 - **Status:** completed
 - **Total Time:** 00:00:07
-  Operations management: relationship between operations, productivity and competitiveness
 - **Status:** completed
 - **Total Time:** 00:00:11

Diploma-in-Business-Studies-and-Law: Operations management strategies

First access: Sunday, 10 April 2011, 11:17 AM (90 days 22 h)

Last access: Sunday, 10 April 2011, 11:18 AM (90 days 22 h)

Report:

- Operations management strategies
- ■ ✓ Operations management strategies
 - ■ **Status:** completed
■ **Total Time:** 00:00:04
 - ✓ Operations management strategies: capacity planning
 - ■ **Status:** completed
■ **Total Time:** 00:00:31
 - ✓ Operations management strategies: facilities location planning
 - ■ **Status:** completed
■ **Total Time:** 00:00:30
 - ✓ Operations management
 - ■ **Status:** completed
■ **Total Time:** 00:00:25
 - ✓ Operations management strategies: facilities layout planning
 - ■ **Status:** completed
■ **Total Time:** 00:00:24
 - ✓ Operations management strategies - aggregate planning
 - ■ **Status:** completed
■ **Total Time:** 00:00:20
 - ✓ Operations Management Strategies: Scheduling
 - ■ **Status:** completed
■ **Total Time:** 00:00:12
 - ✓ Operations management strategies: materials requirement planning
 - ■ **Status:** completed
■ **Total Time:** 00:00:07
 - ✓ Operations management strategies: maintenance control
 - ■ **Status:** completed
■ **Total Time:** 00:00:02
 - ✓ Operations management strategies: evaluation of performance
 - ■ **Status:** completed
■ **Total Time:** 00:00:34

Diploma-in-Business-Studies-and-Law: Applying operations management

First access: Sunday, 10 April 2011, 11:19 AM (90 days 22 h)

Last access: Sunday, 10 April 2011, 11:19 AM (90 days 22 h)

Report:

- Applying operations management
- ■ ✓ Application of operations management systems: inventory management
 - ■ **Status:** completed
■ **Total Time:** 00:00:03
 - ✓ Operations management: inventory management techniques
 - ■ **Status:** completed
■ **Total Time:** 00:00:06
 - ✓ Operations management: inventory management techniques
 - ■ **Status:** completed
■ **Total Time:** 00:00:11
 - ✓ Operations management: inventory management techniques
 - ■ **Status:** completed
■ **Total Time:** 00:00:12
 - ✓ Operations management: quality management
 - ■ **Status:** completed
■ **Total Time:** 00:00:17

Diploma-in-Business-Studies-and-Law: Introduction to accounting

First access: Sunday, 10 April 2011, 11:20 AM (90 days 22 h)

Last access: Sunday, 10 April 2011, 11:22 AM (90 days 22 h)

Report:

- Control accounts
- ■  Introduction
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:05
 -  The Profit and Loss statement
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:42
 -  The Profit and Loss statement example
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:13
 -  The balance sheet
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:12
 -  Classification of terms for the balance sheet
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:04
 -  Balance sheet tasks
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:16
 -  The balance sheet example
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:26

Diploma-in-Business-Studies-and-Law: Accounting terminology

First access: Sunday, 10 April 2011, 11:22 AM (90 days 22 h)

Last access: Sunday, 10 April 2011, 11:23 AM (90 days 22 h)

Report:

- Introduction
- ■  Understanding Accounting Terminology
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:02
 -  Accounting Terminology, A - C
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:04
 -  Accounting Terminology, D - L
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:10
 -  Accounting Terminology, M - Z
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:11

Diploma-in-Business-Studies-and-Law: Accounting principles

First access: Sunday, 10 April 2011, 11:23 AM (90 days 22 h)

Last access: Sunday, 10 April 2011, 11:25 AM (90 days 22 h)

Report:

- Accounting principles
- ■  Accounting Principles
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:05
 -  Accounting Concepts and Principles
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:40
 -  Accounting Principles: Matching
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:32
 -  Accounting Principles: Disclosure
 - ■ **Status:** completed

- **Total Time:** 00:00:30
- ✓ Accounting Principles: Consistency
- **Status:** completed
- **Total Time:** 00:00:24
- ✓ Accounting Principles: Diversity
- **Status:** completed
- **Total Time:** 00:00:16
- ✓ Accounting Principles: Dependability
- **Status:** completed
- **Total Time:** 00:00:18
- ✓ Accounting Principles: Materiality
- **Status:** completed
- **Total Time:** 00:00:17
- ✓ Accounting Principles: Accounting Period
- **Status:** completed
- **Total Time:** 00:00:19
- ✓ Accounting Principles: Monetary
- **Status:** completed
- **Total Time:** 00:00:16
- ✓ Accounting Principles: Verifiability
- **Status:** completed
- **Total Time:** 00:00:15
- ✓ Accounting Principles: Going Concern
- **Status:** completed
- **Total Time:** 00:00:13
- ✓ Accounting Principles: Entity
- **Status:** completed
- **Total Time:** 00:00:11
- ✓ Accounting Principles: Historical Cost
- **Status:** completed
- **Total Time:** 00:00:04
- ✓ Accounting Principles: Conservatism
- **Status:** completed
- **Total Time:** 00:00:00

Diploma-in-Business-Studies-and-Law: Accounting systems

First access: Sunday, 10 April 2011, 11:25 AM (90 days 22 h)

Last access: Sunday, 10 April 2011, 11:25 AM (90 days 22 h)

Report:

- Accounting systems Introduction
- ■ ✓ Introduction
 - **Status:** completed
 - **Total Time:** 00:00:02

Diploma-in-Business-Studies-and-Law: Preparation of reports

First access: Sunday, 10 April 2011, 11:25 AM (90 days 21 h)

Last access: Sunday, 10 April 2011, 11:26 AM (90 days 21 h)

Report:

- Preparation of reports
- ■ ✓ Classification
 - **Status:** completed
 - **Total Time:** 00:00:06
 - ✓ Preparation of reports: balance sheets
 - **Status:** completed
 - **Total Time:** 00:00:06
 - ✓ Preparation of reports: profit and loss statement
 - **Status:** completed
 - **Total Time:** 00:00:03

- ✓ Preparation of reports: The Trial Balance
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:17
- ✓ Preparation of reports: 10 Column Worksheet
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:20
- ✓ Preparation of reports
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:21

 **Diploma-in-Business-Studies-and-Law: Balance day adjustments in the general journal and ledger**

First access: Sunday, 10 April 2011, 11:26 AM (90 days 21 h)

Last access: Sunday, 10 April 2011, 11:28 AM (90 days 21 h)

Report:

- balance day adjustments in the general journal and ledger
 - ■ ✓ Prepaid and Accrued Expenses
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:06
 - ✓ Accrued expenses
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:49
 - ✓ Accrued revenue
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:45
 - ✓ Prepaid revenue
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:40
 - ✓ Recording
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:37
 - ✓ Reporting
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:33
 - ✓ Likely Errors
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:32
 - ✓ Depreciation Example
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:28
 - ✓ Application
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:24
 - ✓ Reporting
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:21
 - ✓ Preparing the profit and loss summary account
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:16
 - ✓ The capital account
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:13
 - ✓ Closing and posting entries
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:09
 - ✓ General journal
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:01
 - ✓ General Ledger
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:52

Diploma-in-Business-Studies-and-Law: Accounting concepts

First access: Saturday, 16 April 2011, 08:25 PM (84 days 13 h)

Last access: Saturday, 16 April 2011, 08:26 PM (84 days 12 h)

Report:

- Accounting concepts
 - General accounting concepts
 - **Status:** completed
 - **Total Time:** 00:00:03
 - Accounting principles
 - **Status:** completed
 - **Total Time:** 00:00:01
 - The relationship between concepts and principles
 - **Status:** completed
 - **Total Time:** 00:00:02

Diploma-in-Business-Studies-and-Law: Accounting information

First access: Saturday, 16 April 2011, 08:27 PM (84 days 12 h)

Last access: Saturday, 16 April 2011, 08:30 PM (84 days 12 h)

Report:

- Accounting information
 - Understanding and using accounting information
 - **Status:** completed
 - **Total Time:** 00:00:24
 - Key ratios - profitability
 - **Status:** completed
 - **Total Time:** 00:00:38
 - Key ratios - liquidity
 - **Status:** completed
 - **Total Time:** 00:00:31
 - Key ratios - efficiency
 - **Status:** completed
 - **Total Time:** 00:00:30
 - Key ratios - stability
 - **Status:** completed
 - **Total Time:** 00:00:25
 - The cash cycle
 - **Status:** completed
 - **Total Time:** 00:00:21
 - Trend analysis
 - **Status:** completed
 - **Total Time:** 00:00:19
 - Benchmarks
 - **Status:** completed
 - **Total Time:** 00:00:15
 - Presentation
 - **Status:** completed
 - **Total Time:** 00:00:13
 - Decline in profit
 - **Status:** completed
 - **Total Time:** 00:01:47
 - Understanding and using accounting information - example
 - **Status:** completed
 - **Total Time:** 00:00:05
 - How changes to the numerator and the denominator impacts on the ratio
 - **Status:** completed
 - **Total Time:** 00:01:41
 - Liquidity ratios

- ■ **Status:** completed
■ **Total Time:** 00:00:31
- ✓ Quick asset ratio
- ■ **Status:** completed
■ **Total Time:** 00:00:29
- ✓ Efficiency Ratios
- ■ **Status:** completed
■ **Total Time:** 00:00:28
- ✓ Long Term Stability
- ■ **Status:** completed
■ **Total Time:** 00:00:22
- ✓ Limitations in the Use of Accounting Information
- ■ **Status:** completed
■ **Total Time:** 00:00:17
- ✓ Evaluating Accounting Information
- ■ **Status:** completed
■ **Total Time:** 00:00:16
- ✓ Owner's Equity
- ■ **Status:** completed
■ **Total Time:** 00:00:06

Diploma-in-Business-Studies-and-Law: Accounting issues

First access: Sunday, 10 July 2011, 09:13 AM (12 m)

Last access: Sunday, 10 July 2011, 09:14 AM (11 m 48 secs)

Report:

- Accounting issues
- ■ ✓ Accounting issues
 - ■ **Status:** completed
■ **Total Time:** 00:00:22
 - ✓ Historical cost and non-current asset valuation
 - ■ **Status:** completed
■ **Total Time:** 00:00:23
 - ✓ Depreciation
 - ■ **Status:** completed
■ **Total Time:** 00:00:21
 - ✓ Revenue and expense recognition
 - ■ **Status:** completed
■ **Total Time:** 00:00:18
 - ✓ Revenue realisation
 - ■ **Status:** completed
■ **Total Time:** 00:00:13
 - ✓ Revenue recognition points
 - ■ **Status:** completed
■ **Total Time:** 00:00:17
 - ✓ 2. Receipt of payment
 - ■ **Status:** completed
■ **Total Time:** 00:00:17
 - ✓ 3. Point of production
 - ■ **Status:** completed
■ **Total Time:** 00:00:17
 - ✓ 4. Degree of contract completion
 - ■ **Status:** completed
■ **Total Time:** 00:00:11
 - ✓ Essential elements of revenue recognition
 - ■ **Status:** completed
■ **Total Time:** 00:00:10
 - ✓ Case studies
 - ■ **Status:** completed
■ **Total Time:** 00:00:01

Diploma-in-Business-Studies-and-Law: Balance day adjustments

First access: Sunday, 10 July 2011, 09:14 AM (11 m 20 secs)

Last access: Sunday, 10 July 2011, 09:15 AM (10 m 31 secs)

Report:

- Balance day adjustments
 -  Balance day adjustments
 - **Status:** completed
 - **Total Time:** 00:00:02
 -  The accounting period
 - **Status:** completed
 - **Total Time:** 00:00:03
 -  Recording prepaid and accrued revenue and expenses in the general journal and ledger
 - **Status:** completed
 - **Total Time:** 00:00:01
 -  Accrued expenses
 - **Status:** completed
 - **Total Time:** 00:00:02
 -  Accrued revenue
 - **Status:** completed
 - **Total Time:** 00:00:01
 -  Prepaid revenue
 - **Status:** completed
 - **Total Time:** 00:00:02
 -  Depreciation
 - **Status:** completed
 - **Total Time:** 00:00:14
 -  Cost of the asset
 - **Status:** completed
 - **Total Time:** 00:00:14
 -  Life of the asset and the residual value
 - **Status:** completed
 - **Total Time:** 00:00:21
 -  Nature of use
 - **Status:** completed
 - **Total Time:** 00:00:07
 -  Case study - Depreciation
 - **Status:** completed
 - **Total Time:** 00:00:02
 -  Asset register
 - **Status:** completed
 - **Total Time:** 00:00:00
 -  Accounting time lines
 - **Status:** completed
 - **Total Time:** 00:00:10
 -  The accounting equation
 - **Status:** completed
 - **Total Time:** 00:00:04
 -  The Accounting Equation
 - **Status:** completed
 - **Total Time:** 00:00:00
 -  Bad and Doubtful Debts
 - **Status:** completed
 - **Total Time:** 00:00:00
 -  Case Study 1 – Depreciation
 - **Status:** completed
 - **Total Time:** 00:00:00

Diploma-in-Business-Studies-and-Law: Budgeting

First access: Sunday, 10 July 2011, 09:15 AM (10 m 9 secs)

Last access: Sunday, 10 July 2011, 09:16 AM (9 m 48 secs)

Report:

- Budgeting
 - ■  Budgeting
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:05
 -  Budgeting requirements
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:06
 -  Debtors (accounts receivable) ageing analysis
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:05
 -  Information debtors (accounts receivable) ageing analysis provides
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:04
 -  What strategies can a business employ to improve debt collection?
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:09
 -  A budgeting problem - Fun Run Enterprises
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:02
 -  Annual sales - Fun Run Enterprises
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:07
 -  Cash variance analysis
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:03
 -  A task on variance analysis
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:00
 -  Variance reports
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:00

 **Diploma-in-Business-Studies-and-Law: [Control for debtors and creditors](#)**

First access: Sunday, 10 July 2011, 09:16 AM (9 m 31 secs)

Last access: Sunday, 10 July 2011, 09:16 AM (9 m 17 secs)

Report:

- Control for debtors and creditors
 - ■  Control for Debtors and Creditors
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:03
 -  Subsidiary ledgers
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:02
 -  Likely errors
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:02
 -  Bad debts
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:02
 -  Source documents
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:00
 -  Credit note
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:00
 -  Sales returns - in the general journal
 - ■ **Status:** completed

- **Total Time:** 00:00:01
- ✓ Credit note accounting equation
- **Status:** completed
- **Total Time:** 00:00:02

Diploma-in-Business-Studies-and-Law: Historical cash flow statement

First access: Sunday, 10 July 2011, 09:16 AM (8 m 55 secs)

Last access: Sunday, 10 July 2011, 09:17 AM (8 m 46 secs)

Report:

- Historical cash flow statement
- ■ ✓ Reporting - historical cash flow statement
 - **Status:** completed
 - **Total Time:** 00:00:01
 - ✓ Examples of cash flow items
 - **Status:** completed
 - **Total Time:** 00:00:03
 - ✓ Reporting - historical cash flow statement table
 - **Status:** completed
 - **Total Time:** 00:00:02
 - ✓ Case Study - Cash Flow Statements
 - **Status:** completed
 - **Total Time:** 00:00:04

Diploma-in-Business-Studies-and-Law: Profit and loss statements

First access: Sunday, 10 July 2011, 09:17 AM (8 m 26 secs)

Last access: Sunday, 10 July 2011, 09:17 AM (8 m 13 secs)

Report:

- Profit and loss statements
- ■ ✓ Reporting - profit and loss statements
 - **Status:** completed
 - **Total Time:** 00:00:04
 - ✓ Case study - departmental profit and loss statement
 - **Status:** completed
 - **Total Time:** 00:00:03
 - ✓ Arbitrary allocation of expenses
 - **Status:** completed
 - **Total Time:** 00:00:04
 - ✓ Reporting - profit and loss statements - classification
 - **Status:** completed
 - **Total Time:** 00:00:02
 - ✓ Case study - Cash versus profit
 - **Status:** completed
 - **Total Time:** 00:00:00
 - ✓ Case study 1 - departmental profit and loss statement
 - **Status:** completed
 - **Total Time:** 00:00:02
 - ✓ Direct expenses
 - **Status:** completed
 - **Total Time:** 00:00:01
 - ✓ Classification
 - **Status:** completed
 - **Total Time:** 00:00:02

Diploma-in-Business-Studies-and-Law: Risk in small business

First access: Sunday, 10 July 2011, 09:18 AM (7 m 47 secs)

Last access: Sunday, 10 July 2011, 09:18 AM (7 m 16 secs)

Report:

- Risk in small business
- ■ ✓ Risk in small business
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:11
 - ✓ 2. Degree of competition
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:13
 - ✓ 3. The nature of the product
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:25
 - ✓ 4. The degree of expertise involved
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:12
 - ✓ 5. Does the firm provide goods or services?
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:07
 - ✓ 6. Cash or credit?
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:02
 - ✓ 7. Suppliers
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:00
 - ✓ 8. Access to finance
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:17
 - ✓ 9. Coping with technological change
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:02
 - ✓ 10. People management
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:00
 - ✓ 11. Exposure to external events
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:13
 - ✓ 12. Cash versus profit
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:00

 **Diploma-in-Business-Studies-and-Law: Stock recording and valuation**

First access: Sunday, 10 July 2011, 09:18 AM (7 m 1 sec)

Last access: Sunday, 10 July 2011, 09:19 AM (6 m 45 secs)

Report:

- Stock recording and valuation
- ■ ✓ Stock - recording and valuation
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:00
 - ✓ A stock control problem
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:01
 - ✓ Perpetual stock recording
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:01
 - ✓ Application of NRV Rule
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:00
 - ✓ Distinguishing between FIFO and identified cost
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:04
 - ✓ Case study - perpetual stock

- ■ **Status:** completed
- ■ **Total Time:** 00:00:03

Diploma-in-Business-Studies-and-Law: Characteristics of effective laws

First access: Sunday, 10 July 2011, 09:19 AM (6 m 36 secs)

Last access: Sunday, 10 July 2011, 09:19 AM (6 m 27 secs)

Report:

- Characteristics of effective laws
- ■ Legal Studies: Characteristics of effective laws
 - ■ Fairness, Access, Time and Values
 - ■ **Status:** completed
 - Elements or Characteristics of Effectiveness
 - ■ **Status:** completed
 - The Element of Fairness
 - ■ **Status:** completed
 - The Principle of Access
 - ■ **Status:** completed
 - The Resolution of Disputes
 - ■ **Status:** completed
 - The Legal System
 - ■ **Status:** completed
 - Various Mechanisms in the Dispute Resolution Framework
 - ■ **Status:** completed
 - Mechanisms in the Dispute Resolution Framework
 - ■ **Status:** completed

Diploma-in-Business-Studies-and-Law: Civil and criminal law

First access: Sunday, 10 July 2011, 09:19 AM (6 m 14 secs)

Last access: Sunday, 10 July 2011, 09:19 AM (6 m 14 secs)

Report:

- Civil and criminal law
- ■ Classification of Laws
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:01

Diploma-in-Business-Studies-and-Law: How and why the law changes

First access: Sunday, 10 July 2011, 09:19 AM (5 m 54 secs)

Last access: Sunday, 10 July 2011, 09:20 AM (5 m 24 secs)

Report:

- how and why the law changes
- ■ How the Law Changes: Introduction
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:07
 - Parliament
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:13
 - Delegated Bodies
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:24
 - Courts
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:21

- ✓ Why the law changes: Introduction
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:00
- ✓ Social Developments
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:15
- ✓ Changing Technology
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:01
- ✓ Changing Values
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:14
- ✓ Methods used in changing the law
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:00
- ✓ Examples of Factors causing Changes in the Law
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:00
- ✓ Role of a Law Reform Body
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:07
- ✓ The Role of the Courts in Changing the Law
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:01

Diploma-in-Business-Studies-and-Law: How do judges make laws?

First access: Sunday, 10 July 2011, 09:20 AM (5 m 7 secs)

Last access: Sunday, 10 July 2011, 09:21 AM (3 m 52 secs)

Report:

- How do judges make laws?
 - ■ ✓ Role of Parliament and the Court
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:02
 - ✓ The Doctrine of Precedent
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:01
 - ✓ Interpretation of Past Decisions
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:00
 - ✓ Role of Courts
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:01
 - ✓ Reasons for the Interpretation of Legislation
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:02
 - ✓ Effect of the Interpretation of Legislation
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:37

Diploma-in-Business-Studies-and-Law: Relationships between law-making bodies

First access: Sunday, 10 July 2011, 09:22 AM (3 m 36 secs)

Last access: Sunday, 10 July 2011, 09:22 AM (3 m 27 secs)

Report:

- relationships between law-making bodies
 - ■ ✓ Parliament, Delegated Authorities and the Courts
 - ■ **Status:** completed
 - ■ **Total Time:** 00:00:05
 - ✓ Similarities between Parliament and the Courts

- **Status:** completed
 - **Total Time:** 00:00:05
- ✓ Differences between Parliament and the Courts
- **Status:** completed
 - **Total Time:** 00:00:05
- ✓ Strengths of Law-making by Parliament
- **Status:** completed
 - **Total Time:** 00:00:03
- ✓ Weaknesses of Law-making by Parliament
- **Status:** completed
 - **Total Time:** 00:00:03
- ✓ Strengths of Law-making by Courts
- **Status:** completed
 - **Total Time:** 00:00:02
- ✓ Weaknesses of Law-making by Courts
- **Status:** completed
 - **Total Time:** 00:00:02
- ✓ Strengths and Advantages of Delegated Legislation
- **Status:** completed
 - **Total Time:** 00:00:02
- ✓ Weaknesses/Disadvantages of Delegated Legislation
- **Status:** completed
 - **Total Time:** 00:00:02

Diploma-in-Business-Studies-and-Law: The Adversary trial system

First access: Sunday, 10 July 2011, 09:22 AM (3 m 10 secs)

Last access: Sunday, 10 July 2011, 09:22 AM (3 m 4 secs)

Report:

- The Adversary trial system
- - ✓ Adversary trial system: definition
 - **Status:** completed
 - **Total Time:** 00:00:01
 - ✓ Features of the adversary system of trial
 - **Status:** completed
 - **Total Time:** 00:00:00
 - ✓ Strengths of the adversary system
 - **Status:** completed
 - **Total Time:** 00:00:00
 - ✓ Weaknesses of the adversary system
 - **Status:** completed
 - **Total Time:** 00:00:00
 - ✓ Inquisitorial system of trial: definition
 - **Status:** completed
 - **Total Time:** 00:00:00
 - ✓ Reforms to the adversary system
 - **Status:** completed
 - **Total Time:** 00:00:01

Diploma-in-Business-Studies-and-Law: The Court hierarchy

First access: Sunday, 10 July 2011, 09:23 AM (2 m 46 secs)

Last access: Sunday, 10 July 2011, 09:23 AM (2 m 27 secs)

Report:

- The court hierarchy
- - ✓ Reasons for the existence of the court hierarchy: specialisation and administrative efficiency
 - **Status:** completed
 - **Total Time:** 00:00:04
 - ✓ Reasons for the existence of the court hierarchy: system of appeals

- ■ **Status:** completed
■ **Total Time:** 00:00:07
- ✓ Reasons for the existence of the court hierarchy: doctrine of precedent
- ■ **Status:** completed
■ **Total Time:** 00:00:05
- ✓ Reasons for the existence of specialised courts and tribunals (SCATS): specialisation
- ■ **Status:** completed
■ **Total Time:** 00:00:04
- ✓ Reasons for the existence of specialised courts and tribunals (SCATS): costs
- ■ **Status:** completed
■ **Total Time:** 00:00:00
- ✓ Reasons for the existence of specialised courts and tribunals (SCATS): speed
- ■ **Status:** completed
■ **Total Time:** 00:00:03
- ✓ Reasons for the existence of the court hierarchy
- ■ **Status:** completed
■ **Total Time:** 00:00:02
- ✓ Reasons for the existence of specialised courts and tribunals (SCATS)
- ■ **Status:** completed
■ **Total Time:** 00:00:07

Diploma-in-Business-Studies-and-Law: The Jury system

First access: Saturday, 16 April 2011, 05:52 PM (84 days 15 h)

Last access: Saturday, 16 April 2011, 05:53 PM (84 days 15 h)

Report:

- The jury system
- ■ ✓ Jury system: definition
 - ■ **Status:** completed
■ **Total Time:** 00:00:17
 - ✓ Composition and empanelling of a jury
 - ■ **Status:** completed
■ **Total Time:** 00:00:21
 - ✓ Role of a jury
 - ■ **Status:** completed
■ **Total Time:** 00:00:18
 - ✓ Strengths of jury system
 - ■ **Status:** completed
■ **Total Time:** 00:00:14
 - ✓ Problems of jury system
 - ■ **Status:** completed
■ **Total Time:** 00:00:11
 - ✓ Reforms to the jury system
 - ■ **Status:** completed
■ **Total Time:** 00:00:09
 - ✓ Alternatives to the jury system
 - ■ **Status:** completed
■ **Total Time:** 00:00:06

Diploma-in-Business-Studies-and-Law: Civil procedure

First access: Sunday, 10 July 2011, 09:23 AM (2 m 8 secs)

Last access: Sunday, 10 July 2011, 09:23 AM (2 m 3 secs)

Report:

- Civil procedure
- ■ ✓ Court processes and procedures: civil procedure
 - ■ **Status:** completed
■ **Total Time:** 00:00:00

- ✓ Civil pre-trial procedure
 - **Status:** completed
 - **Total Time:** 00:00:01
- ✓ Civil trial/hearing procedure
 - **Status:** completed
 - **Total Time:** 00:00:00
- ✓ Civil post-trial procedure
 - **Status:** completed
 - **Total Time:** 00:00:00
- ✓ Strengths of civil procedure
 - **Status:** completed
 - **Total Time:** 00:00:01
- ✓ Problems of civil procedure
 - **Status:** completed
 - **Total Time:** 00:00:01

Diploma-in-Business-Studies-and-Law: Criminal procedure

First access: Sunday, 10 July 2011, 09:24 AM (1 m 49 secs)

Last access: Sunday, 10 July 2011, 09:24 AM (1 m 46 secs)

Report:

- Criminal procedure
 - ■ ✓ Criminal procedure: the nature of proceedings
 - **Status:** completed
 - **Total Time:** 00:00:01
 - ■ ✓ Criminal procedure - criminal pre-trial procedure
 - **Status:** completed
 - **Total Time:** 00:00:02
 - ■ ✓ Criminal procedure: criminal trial procedure
 - **Status:** completed
 - **Total Time:** 00:00:02
 - ■ ✓ Criminal procedure: criminal post-trial procedure
 - **Status:** completed
 - **Total Time:** 00:00:02

Diploma-in-Business-Studies-and-Law: Civil cases and criminal disputes

First access: Sunday, 10 July 2011, 09:24 AM (1 m 31 secs)

Last access: Sunday, 10 July 2011, 09:24 AM (1 m 15 secs)

Report:

- Civil cases and criminal disputes
 - ■ ✓ Nature of disputes
 - **Status:** completed
 - **Total Time:** 00:00:02
 - ■ ✓ Alternative methods of dispute resolution
 - **Status:** completed
 - **Total Time:** 00:00:00
 - ■ ✓ Advantages and disadvantages of methods of dispute resolution
 - **Status:** completed
 - **Total Time:** 00:00:01
 - ■ ✓ Inappropriate mechanisms for dispute-resolution
 - **Status:** completed
 - **Total Time:** 00:00:01
 - ■ ✓ Criminal cases and civil disputes: types of disputes
 - **Status:** completed
 - **Total Time:** 00:00:01
 - ■ ✓ Jurisdiction of specialised courts
 - **Status:** completed
 - **Total Time:** 00:00:04

Diploma-in-Business-Studies-and-Law: Assessment

First access: Saturday, 16 April 2011, 08:23 PM (84 days 13 h)

Last access: Saturday, 16 April 2011, 08:23 PM (84 days 13 h)

Report:

- Diploma in Business and Legal Studies Assessment
- ■  Diploma in Business and Legal Studies Assessment
 - **Status:** passed
 - **Score:** 80% (PASSED)
 - **Total Time:** 03:24:14

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