

**BRENTWOOD**  
OPEN LEARNING COLLEGE



# **P R O S P E C T U S   2 0 1 5**

**Web: [www.bolc.co.uk](http://www.bolc.co.uk)**

**Email: [admissions@bolc.co.uk](mailto:admissions@bolc.co.uk)**

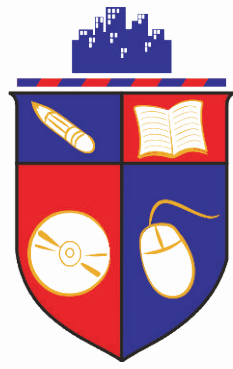


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## PROSPECTUS 2015



**BRENTWOOD**  
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## **WELCOME TO** **BRENTWOOD OPEN LEARNING COLLEGE**

**We have developed a wealth of professional study programmes designed to help you achieve your goals and unlock your true potential.**



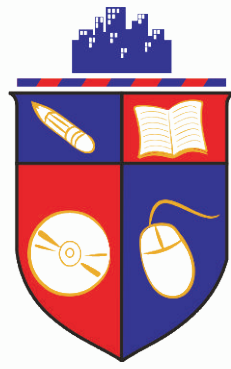
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# **P R O S P E C T U S   2 0 1 5**

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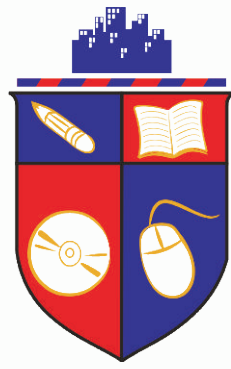


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## **MISSION STATEMENT**

"Our mission is to provide accessible and quality education to all. We aim to provide professional and vocational qualifications, enabling students to develop knowledge, skills and work ethics resulting in entry level employment or career advancement."

The College fulfills this mission by offering UK's recognised qualifications. BOLC courses provide you with the skills to enhance career prospects and to boost your self-confidence. We pride ourselves not only on offering excellent courses but also on the support given to our students while they engage in BOLC courses. Each student is assigned a personal expert tutor on enrolling, to guide and encourage them throughout their studies with the College. The College has a team of Student Advisors and we actively encourage our students to contact us if they have any queries or difficulties in understanding an assignment or part of a course. This ensures that although you study at home, we are 100% with you throughout your course.



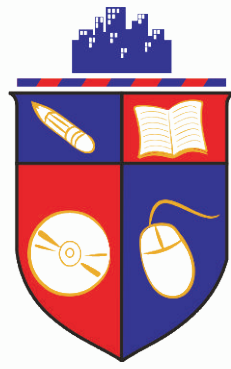
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## Why Study at BOLC?

- ✓ Accredited Courses
- ✓ Flexible Learning
- ✓ One to One Tutor Support
- ✓ Easy to Understand Course Materials
- ✓ An Affordable Way to Study
- ✓ Career changing
- ✓ Self paced, no fixed schedules
- ✓ Available to students any where around the world
- ✓ Interest Free Fee Instalments
- ✓ You learn with Employment and other commitments.







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## FAQs

### **What are the advantages of Distance Learning?**

Distance learning has several benefits in which the classroom learning lacks. Distance learning is more cost effective and flexible. With Distance Learning there is no need to attend a classroom environment so there is no waste of time or other resources in transport, commuting to specific location for each class.

### **Can I Study if I live outside UK?**

Yes, wherever you are in the world you can join our learning community. You get the same level of access to your tutor that any other BOLC student enjoys.

### **What qualification will I receive on completing the course?**

On successful completion of your course you'll receive an accredited certificate from the awarding body of your course (e.g. NCFE , ABC Awards). Each course page specifies exactly what qualification you'll receive at the end of the course.

### **Can I pay the fee in Instalments?**

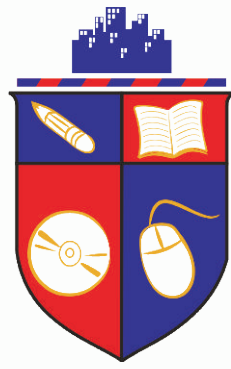
Yes. We allow you to spread your fee from 3 to 12 months depending on the course.

### **How are the assignments submitted?**

Assignments are submitted online on the student portal for which you will be given access soon after you enrol for the course.

### **Can I take more than one course at a time?**

Yes, you can.



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## AWARDING BODIES

Our courses are accredited at level 4 from UK's top awarding bodies. NCFE and ABC Awards. Both these examination bodies are Ofqual's registered awarding bodies.

What is NCFE?

**ncfe.**

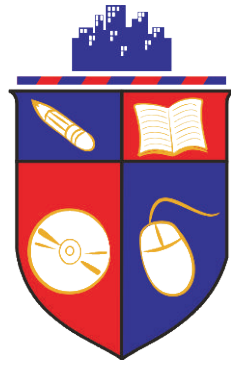
**NCFE** is recognised as an awarding body by the qualification regulators ('regulators') for England, Wales and Northern Ireland. The regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Department for Children, Education, Lifelong Learning and Skills (DCELLS) in Wales and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland. Accreditation by NCFE is a guarantee of quality. It means that a learning programme being offered has been scrutinised and approved by an independent panel of experienced educational professionals and the learners successfully completing NCFE accredited programmes receive a recognised certificate.

What is ABC AWARDS?

**ABC awards**  
Part of the emfec group

Quality Licence  
Scheme

**ABC Awards** is a leading national Awarding Organisation, regulated by Ofqual, and the Welsh Government for their qualifications on the national framework i.e. the Qualifications and Curriculum Framework (QCF). It has a long established reputation for developing and awarding high quality vocational qualifications across a wide range of industries. As a registered charity, ABC Awards combines 180 years of examination and assessment expertise but also implements a responsive, flexible and innovative approach to the needs of customers.



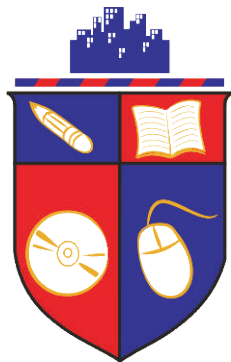
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# **ACCOUNTING AND FINANCE**

## **P R O S P E C T U S   2 0 1 5**

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# CERTIFICATE IN ACCOUNTING & FINANCE

## Course Introduction:

Accounting is a vital part of any successful business. It is more than just memorising the terms and procedures. It records all profits, losses, credits and debts. It gives us an essential picture of how the business grows, makes profits, where the profit comes from, what is the cash flow of a business. Without knowing the basic principles of business we cannot actually know how the business is run, nor we can even help a business to grow and make profits.

This course will help you to understand the principles of accounting and you will be able to read and understand the three main financial reports of a company: the balance sheet, the income statement, and the cash flow statement. You will also learn the accounting terminology, basic accounting equation, revenue, expenses, net income, debits, credits, and balancing the accounting formula, the accounting structure, the accounting cycle, journals, ledgers, and more. Knowing accounting will help you manage your own finances, improve your company's performance, and will help you to become a profitable entrepreneur.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

You could find work in companies ranging from small local practices to large international accountancy firms. You could also work as an in-house accountant for a company or public sector organisation such as a local council, although in this type of role you would usually be known as a management accountant.

## This course covers the following Modules:

- Introduction to Accounting
- The Role of an Accountant
- The Balance Sheet
- The Profit and Loss account
- Cash Flow Statement Budgeting



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

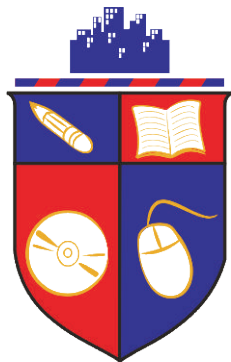
Certificate in Accounting and Finance (Level 3)

## Awarding Body:

ABC Awards

**Fee:** £395 in (Instalments).

£80 Discount when paid in full (**£315**)



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# DIPLOMA IN ACCOUNTING & FINANCE

## Course Introduction:

Accounting and finance skills are in great demand all over the world. The Course has been designed to equip you with all the essential skills in accounting and finance. The course has been specially developed for students with little or no previous knowledge in this field. Hence it will give you a good starting point for your exceptional career in the accounting field.

On this course you will learn the concepts of record keeping, managing effective accounting, accounting standards, cost budgeting and more.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

You could find work in companies ranging from small local practices to large international accountancy firms. You could also work as an in-house accountant for a company or public sector organisation such as a local council, although in this type of role you would usually be known as a management accountant.

## This course covers the following Modules:

- Introduction to Accounting
- The Role of an Accountant
- Accounting Concepts and Standards
- Journals and Subsidiary Books
- Profit and Loss Accounts
- Balance Sheet
- Cash Flow Statements
- Budgeting
- Variance Analysis
- Ratio Analysis
- Financial Management
- Management of Working Capital
- Investment Methods



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

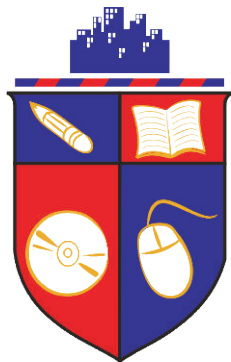
Diploma in Accounting and Finance (Level 4)

## Awarding Body:

ABC Awards

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)



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# CERTIFICATE IN FORENSIC ACCOUNTING

## Course Introduction:

Forensic accountants usually investigate and analyse financial evidence, develop computerised applications to assist in the presentation and analysis of the evidence presented, communicate their findings in the form of various reports and assist in the legal proceedings in court as an expert witness. They interpret, summarise and present complex financial information in a manner which is both easily understandable and properly supported. Due to increased awareness and intolerance about fraudulent activities, the demand for forensic account has increased. Forensic accountants are employed by lawyers, law enforcement agencies, public and private companies, government organisations and financial institutions. On this course you will learn techniques for identifying, detecting and preventing fraud activities. The course is an ideal way to take a start in this highly demanding and lucrative field. No previous knowledge in accounting or forensic accounting is essential to join the course.

## Course Benefits:

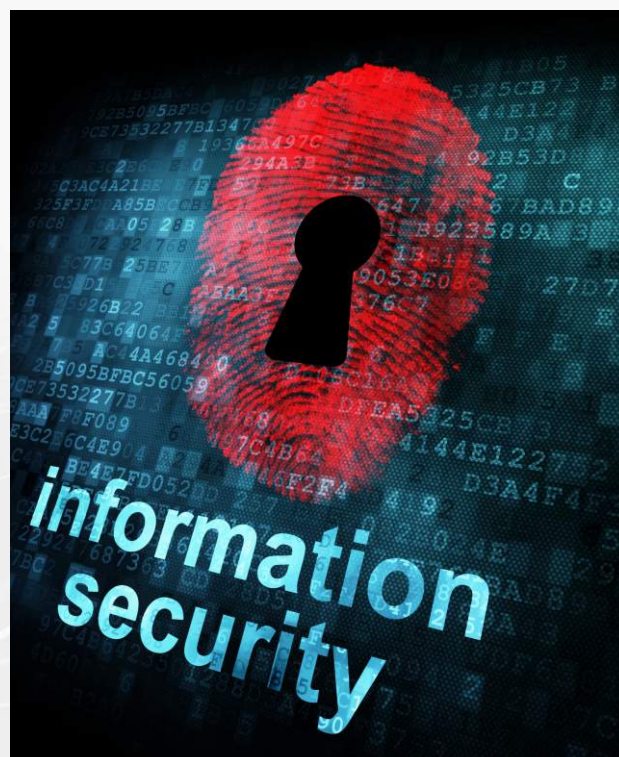
- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Forensic Accountants work in most major accounting firms and are needed for investigating mergers and acquisitions, and in tax investigations, economic crime investigations, all kinds of civil litigation support, specialized audits, and even in terrorist investigations. Forensic Accountants work throughout the business world, in public accounting, corporations, and in all branches of government.

## This course covers the following Modules:

- Introduction To Forensic Accounting
- The Fraudsters
- Fraud Detecting Techniques
- Case Investigation Procedures
- Evidence Gathering Procedures
- Evaluating Financial and Non Financial Evidence



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

Certificate in Forensic Accounting (Level 3)

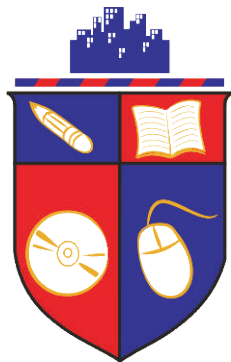
## Awarding Body:

ABC Awards

**Fee:** £395 in (Instalments).

£80 Discount when paid in full (£315)





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# DIPLOMA IN FORENSIC ACCOUNTING

## Course Introduction:

With the increasing level of prosecution for financial fraud, the demand for forensic accountants has been growing rapidly. BOLC Diploma in Forensic Accounting has been designed to provide knowledge, skills and professional insight necessary to handle the challenges of investigating fraud and other aspects of white collar crime and financial disputes. The course concentrates on the core skills required to identify, detect and prevent fraud.

No previous knowledge in accounting is required to join this course. It means that the course is not restricted to chartered accountants. The programme is ideal for anyone who wishes to practice in the area of investigative and forensic accounting.

## Course Benefits:

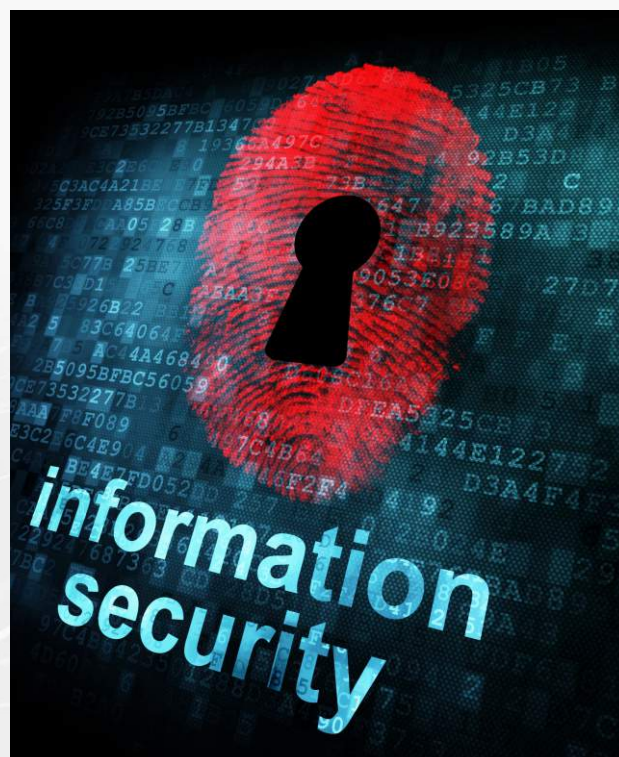
- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Forensic Accountants work in most major accounting firms and are needed for investigating mergers and acquisitions, and in tax investigations, economic crime investigations, all kinds of civil litigation support, specialized audits, and even in terrorist investigations. Forensic Accountants work throughout the business world, in public accounting, corporations, and in all branches of government.

## This course covers the following Modules:

- Introduction To Forensic Accounting
- Crime and Economy
- Psychology of The Fraudster
- Fraud Detection Techniques
- The Investigative Process
- Gathering Evidence
- Obtaining and Evaluating Non Financial Evidence
- Interviewing Financially Sophisticated Witnessess
- Fraud Risk Assessment
- Fraud Prevention
- Computer Crimes
- Working in a Forensic Team



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

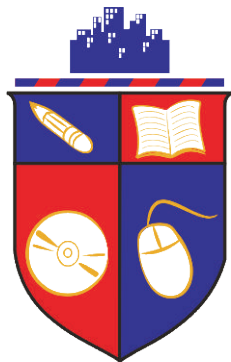
Diploma in Forensic Accounting (Level 4)

## Awarding Body:

NCFE

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)



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# CERTIFICATE IN ISLAMIC BANKING AND FINANCE

## Course Introduction:

Islamic banking being the preferred way of banking for one fifth of the world's population, has emerged as another viable way of banking services. Rise in demand for Islamic banking services, has resulted international expansion for the sector. The course discusses in detail the concepts of Islamic finance and the prohibitions, the main characteristics of various types of Islamic banking, the differences between Islamic and traditional banks, how Islamic banks compete with conventional interest based banks, Islamic law of contracts, Islamic Business ethics and the nature and principles of Islamic insurance.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Typical employers in this field include leading investment banks, as well as other organisations that carry out Islamic banking services. You can pursue a career as a Business and Product Development Manager, Islamic Banking Advisor, Islamic Banking Finance Manager or Banking Relationship Manager.

## This course covers the following Modules:

- Introduction to Islamic Banking
- The Basis of Islamic Banking and Finance
- Islamic Banking and Conventional Banking- The Difference
- Islamic Law of Contracts
- Islamic Financial Products
- Takaful
- Islamic Business Ethics

## ISLAMIC BANKING & FINANCE



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

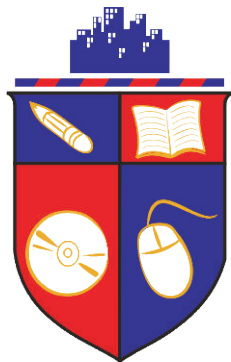
Certificate in Islamic Banking and Finance (Level 3)

## Awarding Body:

ABC Awards

**Fee:** £395 in (Instalments).

£80 Discount when paid in full (£315)



**BRENTWOOD**  
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# DIPLOMA IN ISLAMIC BANKING AND FINANCE

## Course Introduction:

Islamic banking is one of the fastest growing sectors in financial market. Many countries around the world have seen a great demand for Islamic banking services, which has created great job potentials in the field.

BOLC Diploma in Islamic Banking & Finance has been designed to explore structure of the Islamic banking and finance, industry, its theoretical foundations, products, performances, Islamic financial instruments and risk assessment issues. The course gives you a good starting point for your exceptional career in the field.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Typical employers in this field include leading investment banks, as well as other organisations that carry out Islamic banking services. You can pursue a career as a Business and Product Development Manager, Islamic Banking Advisor, Islamic Banking Finance Manager or Banking Relationship Manager.

## This course covers the following Modules:

- Introduction to Islamic Banking & Finance
- History of Islamic Banking and Finance
- The Philosophy of Islamic Finance
- The Islamic Banking Model
- The Islamic Economic System
- Islamic Law of Contract & Business Transactions
- Islamic Finance - Products and Procedures
- Murabaha And Musawamah
- Salam And Istisna 'a'
- Uarah - Leasing
- Takaful
- Loan & Debt in Islamic Banking
- Islamic Business Ethics
- Globalisation of Islamic Banking



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

Diploma in Islamic Banking and Finance (Level 4)

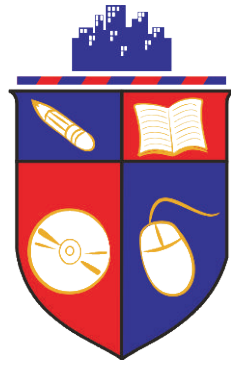
## Awarding Body:

NCFE

**Fee:** £560 in (Instalments).

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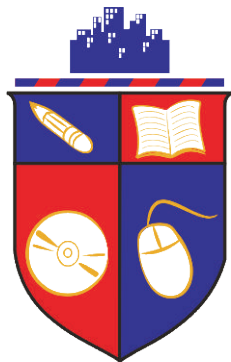


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# **ART AND DESIGN**

## **P R O S P E C T U S   2 0 1 5**

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# CERTIFICATE IN FASHION DESIGN

## Course Introduction:

Level 3 Certificate in Fashion design, explains the qualities and skills required to become a fashion designer. On this course you learn that becoming a fashion designer involves the knowledge of many core design principles and elements. The awareness of which is essential for only for becoming a fashion designer but also to understand many facets of the fashion business. The course is ideal for taking a start in this creative and highly in demand industry. Colour, pattern making and sketching are the skills that a fashion designer must learn in order to put a collection together. The course explains all this is involved in fashion designing; performing research, applying knowledge of fabric, coordinating colour and texture and monitoring the quality of the ready garment.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Fashion designers work in the forecasting, design, manufacturing, promotion, media, styling, fashion buying, merchandising, fashion editing and endless other sectors of the clothing industry that predict, design, produce and distribute the clothing that we wear.

## This course covers the following Modules:

- Introduction to Fashion Design
- Fashion Forecasting
- Elements of Design
- Principles of Design
- Colour and Dress designing
- Choosing the right material
- Sewing basics



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

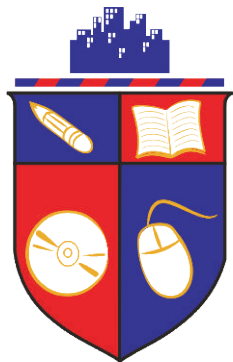
Certificate in Fashion Design (Level 3)

## Awarding Body:

ABC Awards

**Fee:** £395 in (Instalments).

£80 Discount when paid in full (£315)



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# DIPLOMA IN FASHION DESIGN

## Course Introduction:

On this course you will learn the art of designing, fabric selection, garment construction, fabric handling techniques, applying knowledge of fabric, coordinating colour and texture, monitoring quality and fit, and fashion sketching, marketing techniques and retail fashion production. Relevant practical exercises and projects are introduced throughout the course aimed at applying the theory and skills learnt. This course prepares you for the real world of the design professional: we teach you how to start and run your own fashion design business profitably.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Fashion designers work in the forecasting, design, manufacturing, promotion, media, styling, fashion buying, merchandising, fashion editing and endless other sectors of the clothing industry that predict, design, produce and distribute the clothing that we wear.

## This course covers the following Modules:

- Fashion Design - A Brief History
- Principles of Fashion
- Fashion Forecasting
- The Process and Structure of the Fashion Industry
- Elements of Design
- Principles of Design
- Dress Designing Essentials
- Colour and Dress Designing
- Choosing the Right Material
- Fashion Sketching
- The Design Process
- Working With Patterns
- Sewing Basics
- Surface Decorations
- Costing a Garment
- Running Fashion Design Business



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

Diploma in Fashion Design (Level 4)

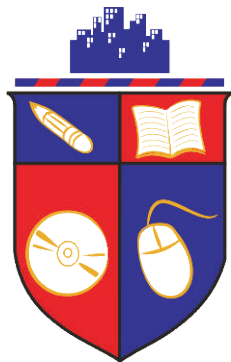
## Awarding Body:

ABC Awards

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)





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# CERTIFICATE IN INTERIOR DESIGN

## Course Introduction:

interior design is one of the most exciting and highly in demand professions. An interior designer is a creative person that thinks about the form and functionality of the space and solves any space related problems while creating fully functioning and lively designs. The form is about look and feel of the space and functionality is about how that particular space would be used practically. In order to create balanced designs an interior designer blends form and functionality effectively while relying upon many resources, guidelines and professional ethics. The interior design practice is about anything that is found inside a building's space- walls, doors, windows, textures lights, furniture and furnishings. All these design and room elements are used by interior designers to design aesthetically pleasing and practically functional spaces that are safe as well. The course covers design elements, design principles and room elements in great detail and finally prepares you for starting up and running your own business successfully.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

After completing the course you may find employment with interior design companies, architectural practices, property developers, retail chains, shop-fitting companies, hotels, furniture manufacturers, departmental stores, exhibition companies, decorating practices, commercial and finance houses anywhere around the world.

## This course covers the following Modules:

- Introduction to Interior Design
- Design Elements
- Design Principles
- Room Elements
- Working on Projects



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

**There is no other particular entry requirement for this course.**

## What qualification will I gain?

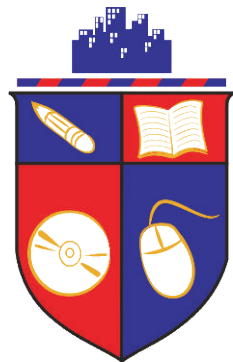
**Certificate in Interior Design (Level 3)**

## Awarding Body:

**ABC Awards**

**Fee: £395 in (Instalments).**

**£80 Discount when paid in full (£315)**



**BRENTWOOD**  
OPEN LEARNING COLLEGE

# DIPLOMA IN INTERIOR DESIGN

## Course Introduction:

Diploma in Interior Design gives you understanding of the fundamental principles and elements of design theory, the effects of light and colour on interior spaces, solving spatial problems, understanding concepts like orientation, zoning and furniture arrangements, using graphic and verbal skills to present projects that accommodate a variety of human factors.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

After completing the course you may find employment with interior design companies, architectural practices, property developers, retail chains, shop-fitting companies, hotels, furniture manufacturers, departmental stores, exhibition companies, decorating practices, commercial and finance houses anywhere around the world.

## This course covers the following Modules:

- An Introduction to the Interior Design Profession
- A Brief History of the Interior Design
- A Sense of Style
- Principles of Design
- Space
- Lighting
- Colour
- Pattern and Texture
- Walls and Ceilings
- Floors
- Furniture
- Soft Furnishings
- The Finishing Touches
- Room by Room Designing (Kitchens, Connecting Spaces, Bedrooms, Children's Rooms, Bathrooms, Workrooms, Adding an Extra Room)
- The Client- Designer Relationship
- Planning Essentials
- Stages of a Project
- Starting Up Interior Design Business



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

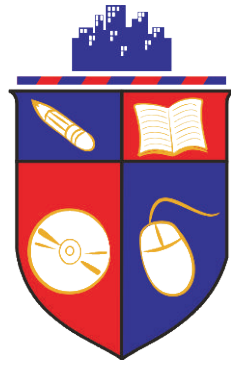
Diploma in Interior Design (Level 4)

## Awarding Body:

ABC Awards

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)



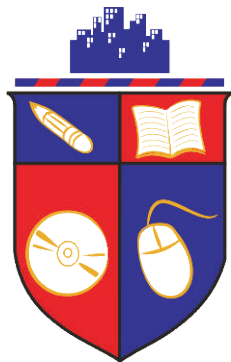
**BRENTWOOD**  
OPEN LEARNING COLLEGE

# **HEALTH AND BEAUTY**

## **P R O S P E C T U S   2 0 1 5**

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**BRENTWOOD**  
OPEN LEARNING COLLEGE

# CERTIFICATE IN BEAUTY THERAPY AND SALON MANAGEMENT

## Course Introduction:

Beauty therapists use a variety of facial and body treatments to help their clients look and feel better. The profession carries many attractive career paths. A Beauty Therapist can move into management, can become a trainer, a makeup artist, or a field sale representative and can work with a health or cosmetic companies. If you are creative, outgoing, fashion-conscious and like keeping abreast of the latest trends, you could be ideally suited to this sector. This course covers all the essential aspects of beauty therapy from the basic hygiene and anatomy to more detailed descriptions of the use of beauty products, choosing appropriate beauty products according to the skin type, performing skin care treatments, professional make up procedures and giving after care advice to the clients.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

After completing this course you can run your own salon as a qualified beautician or you may find employment in beauty salons or spas. There are also opportunities to work in hotels, medical clinics, sports injuries clinics, fitness and health clubs. Make-up specialists may also find work in the areas of fashion, media and the performing arts. There are even opportunities to work overseas, in holiday resorts or on cruise ships.

## This course covers the following Modules:

- Working in a Salon
- Related Anatomy and Physiology
- Skin Analysis and Facial Treatments
- Application of Make Up
- Manicure and Pedicure



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

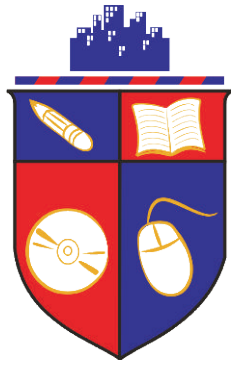
Certificate in Beauty Therapy and Salon Management (Level 3)

## Awarding Body:

ABC Awards

**Fee:** £395 in (Instalments).

£80 Discount when paid in full (£315)



**BRENTWOOD**  
OPEN LEARNING COLLEGE

# DIPLOMA IN BEAUTY THERAPY AND SALON MANAGEMENT

## Course Introduction:

If the idea of working in a salon inspires you or you want to start your own Salon as a professional beautician, whatever is your goal, this course is ideal for you. On this course you will learn all that is needed to work in Beauty industry.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

After completing this course you can run your own salon as a qualified beautician or you may find employment in beauty salons or spas. There are also opportunities to work in hotels, medical clinics, sports injuries clinics, fitness and health clubs. Make-up specialists may also find work in the areas of fashion, media and the performing arts. There are even opportunities to work overseas, in holiday resorts or on cruise ships.

## This course covers the following Modules:

- The Work Place Environment
- Related Anatomy and Physiology
- Consultation and Skin Analysis
- How to Improve and Maintain Facial Skin Conditions 1
- How to Improve and Maintain Facial Skin Conditions 2
- Preparing Work Area and the Client for the Application of Makeup
- Professional Make Up Procedures
- Manicure and Pedicure
- Hair Care
- Remove and Lighten Hair Using Temporary Methods
- Salon Management



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

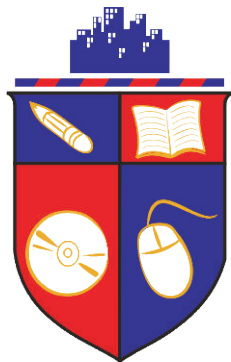
Diploma in Beauty Therapy and Salon Management (Level 4)

## Awarding Body:

NCFE

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)



**BRENTWOOD**  
OPEN LEARNING COLLEGE

# CERTIFICATE IN DIET AND NUTRITION

## Course Introduction:

Balanced diet is essential for healthy living. The course focuses on relating variety, balance and moderation to a healthy diet plan and explains how healthy balanced diet plans can be developed. You will learn how nutrition plays different roles in human body and will learn about different food groups and their nutritional value. Moving on you will learn obesity by examining human energy balance, this will give you deep understanding of our body's metabolism. You will also learn about special dietary requirements, nutrition of groups with special dietary needs at different stages in their lives including; pregnancy, breast feeding, babies and children, young people and the elderly. The course also covers, how healthy weight can be attained and maintained by people of different groups and gives you an understanding of the basics of healthy weight and highlights the importance of healthy weight. It then looks at the effects of weight loss on health and highlights the risks of rapid weight loss methods and discusses why people find it hard to lose weight and then to maintain that loss.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Nutritional Therapists can work with:

- food manufacturers
- food retail chains
- research companies
- the media
- Community health organisations

With experience, and possibly more qualification you could progress to management and policy development.

## This course covers the following Modules:

- An Overview of Nutrition
- Dietary Nutrients
- The Balanced Diet
- Dietary Requirements
- Eating Disorders
- Weight Loss
- Weight Control



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

**There is no other particular entry requirement for this course.**

## What qualification will I gain?

**Certificate in Diet and Nutrition (Level 3)**

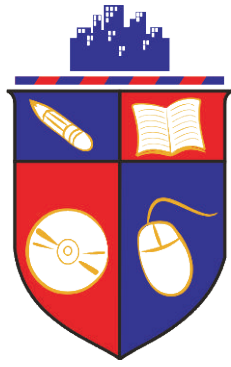
## Awarding Body:

**ABC Awards**

**Fee: £395 in (Instalments).**

**£80 Discount when paid in full (£315)**





**BRENTWOOD**  
OPEN LEARNING COLLEGE

# DIPLOMA IN DIET AND NUTRITION

## Course Introduction:

Diet & Nutrition Advisor course concentrates on the development of a diet that can improve physical performance. The course will give necessary skills required when advising people on their nutritional needs. The course also covers nutrients, digestive system, detoxification, food allergies and intolerances, diets for various populations, weight loss and control and other related topics..

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Nutritional Therapists can work with:

- food manufacturers
- food retail chains
- research companies
- the media
- Community health organisations

With experience, and possibly more qualification you could progress to management and policy development.

## This course covers the following Modules:

- An Overview of Nutrition
- Basics of Nutrition 1
- Basics of Nutrition 2
- Digestion and Detoxification
- Eating Disorders
- Balancing the Diet
- Principles of Healthy Eating
- Nutrition and the Immune System
- Diet and Disease
- Women's Health
- Nutritional Requirements for Different People
- Weight Control Management
- Weight Loss Management
- Anti-ageing formulas
- The Role of a Nutritionist



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

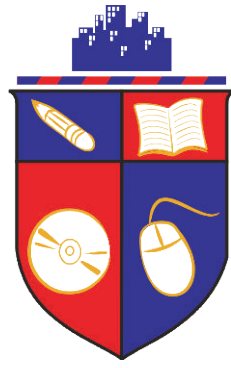
Diploma in Diet and Nutrition (Level 4)

## Awarding Body:

ABC Awards

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)

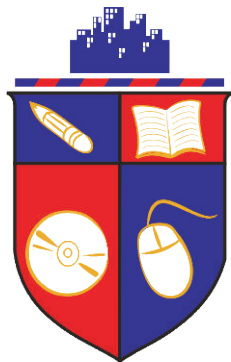


**BRENTWOOD**  
OPEN LEARNING COLLEGE

# **HOSPITALITY AND TOURISM**

**P R O S P E C T U S   2 0 1 5**

25



**BRENTWOOD**  
OPEN LEARNING COLLEGE

# CERTIFICATE IN HOTEL MANAGEMENT

## Course Introduction:

Level 3 certificate in Hotel management provides its learners a realistic look at all key sections of the hotel industry that will help anyone who is either currently working in the industry in any role or is planning to pursue a career in this lucrative and dynamic industry. Hotels are not only the places for the guests to obtain tasty food and comfortable lodging while they are away from home, they are also an essential part of community life, with facilities for meetings, entertainment and personal services. The industry carries lots of interesting career opportunities from front office clerk, security officer, to guest service manager and head chef. The course has been designed especially for those who wish to enjoy a successful career in the hospitality industry, and are looking to have a comprehensive understanding of the systems and working procedures of this industry.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

There are many career opportunities in the industry some areas are outlined here; conference and events management, the entertainment and leisure sector, facilities management and food service management. There are also relevant roles throughout the public sector in universities, hospitals, transport and the armed forces. Self-employment is also an option.

## This course covers the following Modules:

- Introduction to Hotel Management
- Management of Front Office Operations
- Housekeeping and Security Management
- Food and Beverage Management
- Human Resource Management
- Marketing Management



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

Certificate in Hotel Management (Level 3)

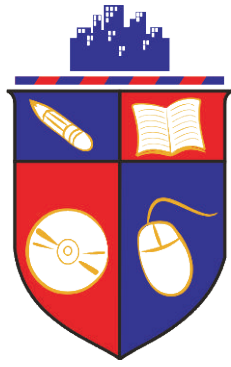
## Awarding Body:

ABC Awards

**Fee:** £395 in (Instalments).

£80 Discount when paid in full (£315)





**BRENTWOOD**  
OPEN LEARNING COLLEGE

# DIPLOMA IN HOTEL MANAGEMENT

## Course Introduction:

Hospitality industry is booming. It offers attractive career opportunities with a chance to work in international 5 star hotels. Management in this fast moving sector needs employees with sound knowledge and skills to boost their hospitality business.

This programme has been developed to give you an edge by increasing your employment potential. The course extensively covers all the major aspects of hospitality management. Highlights of the course include; food and beverage management, front office operations, housekeeping operations, marketing, financial and human resource management and more.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

There are many career opportunities in the industry some areas are outlined here; conference and events management, the entertainment and leisure sector, facilities management and food service management. There are also relevant roles throughout the public sector in universities, hospitals, transport and the armed forces. Self-employment is also an option.

## This course covers the following Modules:

- Introduction to Hotel Management
- Managing Front Office Operations
- Housekeeping, Engineering & Security
- Recruitment and Selection
- Training and Development
- Quality Management
- Marketing and Advertising
- Managing Food and Beverage Operations
- Managing Interdepartmental Communications
- Accounting in Hospitality



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

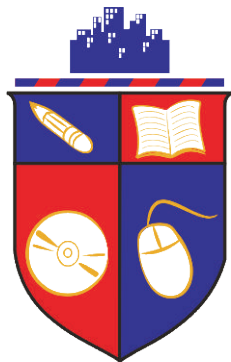
Diploma in Hotel Management (Level 4)

## Awarding Body:

NCFE

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)



**BRENTWOOD**  
OPEN LEARNING COLLEGE

# CERTIFICATE IN PUBLIC RELATIONS

## Course Introduction:

The success of any large or small business depends largely on its reputation and public relations is vital to create this reputation for a business. This is, in fact a message, an image or a story that is imperative to communicate for the success of a business. Hence public relations can contribute greatly to the success of a business. A strong public relations plan can bring awareness to the company's products and services. Customers, staff, suppliers, investors, regulator and journalists; all have an opinion about the organisations they come into contact with. This opinion could be good or bad, right or wrong but these perceptions largely influence these people in their decisions of working with these organisations. In today's dynamic market, the biggest asset for a company is its reputation and effective PR plays a great role in managing a company's reputation. On this course you will learn how public relations is different from marketing, advertising, and selling, tools for public relations and the processes involved in public relations. You will also explore corporate public relations and media relations.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Job opportunities for public relations professionals are very assuring in various industries if the applicants have excellent communication skills and convincing abilities. Advertising agencies and Marketing companies are constantly on the lookout for PR professionals. PR agencies and in-house PR departments, media management, media relations, event management, corporate communications, public affairs, private and public organizations such as; health, education, arts, leisure and entertainment, sport, media also recruit PR professionals.

## This course covers the following Modules:

- Introduction to Public Relations
- Tools of Public Relations
- The Public Relations Process
- Public Relations and Communications
- Corporate Public Relations
- Production of Public Relations Material
- Media Relations



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

**There is no other particular entry requirement for this course.**

## What qualification will I gain?

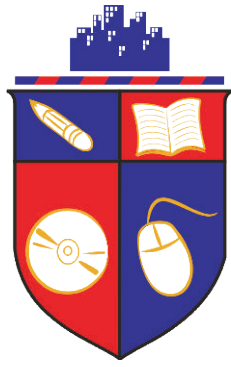
**Certificate in Accounting and Finance (Level 3)**

## Awarding Body:

**ABC Awards**

**Fee: £395 in (Instalments).**

**£80 Discount when paid in full (£315)**



**BRENTWOOD**  
OPEN LEARNING COLLEGE

# DIPLOMA IN PUBLIC RELATIONS

## Course Introduction:

BOLC Diploma in Public Relations is perfect for you if you are looking for a rounded view of all the aspects of PR.

The course will equip you with all the essential knowledge and skills for your exceptional career in PR. You will learn how to get the best value from your PR activities; how to conduct newsworthy surveys to gain valuable PR exposure, and how to enhance your PR communication skills for media interviews. Hence the course covers all the key concepts, theories, techniques and skills that you need to become an effective PR practitioner.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Job opportunities for public relations professionals are very assuring in various industries if the applicants have excellent communication skills and convincing abilities. Advertising agencies and Marketing companies are constantly on the lookout for PR professionals. PR agencies and in-house PR departments, media management, media relations, event management, corporate communications, public affairs, private and public organizations such as; health, education, arts, leisure and entertainment, sport, media also recruit PR professionals.

## This course covers the following Modules:

- Introduction to Public Relations
- Concepts of Public Relations
- Management and Organisation of Public Relations
- Public Relations as Planned Communication
- Public Relations Tools & Methods
- Production of Public Relations Material
- Corporate Public Relations
- Media Relations
- Internal Communications
- Issues Management and Public Affairs
- Crisis Management and Public Relations
- Ethics and Professionalism in Public Relations



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

Diploma in Public Relations (Level 4)

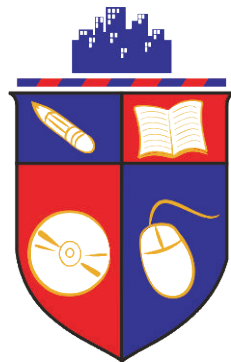
## Awarding Body:

NCFE

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)





**BRENTWOOD**  
OPEN LEARNING COLLEGE

# CERTIFICATE IN TRAVEL AND TOURISM

## Course Introduction:

Tourism is the vital part of economy for many countries. Tourism industry is continuously growing worldwide and this has created lots of job opportunities for individuals with the appropriate skills and qualifications. This course presents a broad view of the tourism management and explores issues and problems that managers and others are likely to face while working in the industry. The course prepares you for a wide range of possible careers in travel and tourism. i.e. official tourist organisations, hotels, tour operating and travel agency companies, transport companies and other government companies where knowledge of tourism management is valued.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

You could be employed by any of the operators that organise group package tours, ranging from large, international companies to small, specialist firms.

Vacancies may be advertised in the press and on tour operators' websites, or you could contact tour operators for details of recruitment. With experience, you could progress into a management job.

## This course covers the following Modules:

- Introduction To Travel And Tourism
- Tourism Products and Services
- Managing Tour Operations
- Marketing Management
- Human Resources Management
- Transport Management
- Quality Management



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

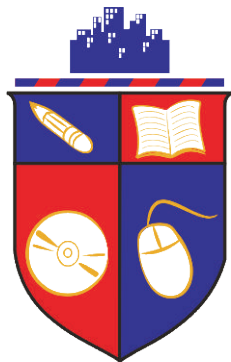
Certificate in Travel and Tourism (Level 3)

## Awarding Body:

ABC Awards

**Fee:** £395 in (Instalments).

£80 Discount when paid in full (£315)



**BRENTWOOD**  
OPEN LEARNING COLLEGE

# DIPLOMA IN TRAVEL AND TOURISM

## Course Introduction:

Tourism industry is on the boom, offering great career employment opportunities around the world.

BOLC Diploma in Travel & Tourism will provide you a strong foundation for starting a career in this highly lucrative industry. The course will equip you with all the essential knowledge and technical skills required to work in tourism industry. The course is ideal for you if you want to work for an airline or as a tour operator or even if you are interested to start your own business.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

You could be employed by any of the operators that organise group package tours, ranging from large, international companies to small, specialist firms.

Vacancies may be advertised in the press and on tour operators' websites, or you could contact tour operators for details of recruitment. With experience, you could progress into a management job.

## This course covers the following Modules:

- Introduction to Travel & Tourism
- The Tourism Products and Services
- The Travel and Tourism System
- Managing Tour Operations
- Marketing in Travel & Tourism
- Quality Management and Customer Care
- Human Resource Management
- Transport Management
- Crisis Management
- Managing Public Awareness Programmes
- Sustainable Tourism and Development



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

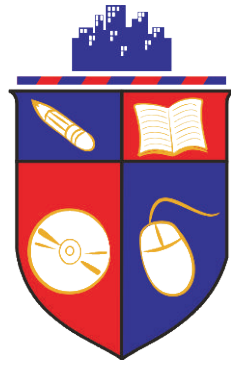
Diploma in Travel and Tourism (Level 4)

## Awarding Body:

ABC Awards

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)



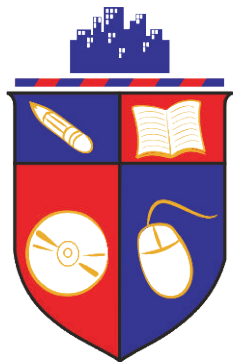
**BRENTWOOD**  
OPEN LEARNING COLLEGE

# **EVENT MANAGEMENT**

**P R O S P E C T U S   2 0 1 5**

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**BRENTWOOD**  
OPEN LEARNING COLLEGE

# CERTIFICATE IN WEDDING PLANNING

## Course Introduction:

A wedding planner is one who helps couples to have a wedding they want. This could be the complete planning for the entire wedding or sorting out certain aspects of the day. Most people hire wedding planners these days to make their best day most memorable event for all who attend. Hence the profession carries lots of career opportunities. Level 3 certificate in wedding planning is the ideal course for those who wish to start a career in wedding planning. Your work as a wedding planner might include: meeting couples to discuss about their requirements and budget, coming up with the unique themes and creative ideas for the wedding, advising couples on wedding customs and etiquette, negotiating with the suppliers such as florists, caterers, photographers, keeping couples well informed of all wedding plans, choosing the right venue, being available at the venue to make sure that everything goes to plan.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Most wedding planners are self-employed but there are opportunities to work for larger wedding planning consultancies. You may work as an administrator or assistant in an event management company. Starting off as a wedding co-ordinator in a venue such as a hotel can be a great start to a career as an independent wedding planner.

Jobs with hotels or event management companies may be advertised in the local and national press, hospitality trade publications and employers' own websites. If you are self-employed, opportunities depend on the strength of your marketing and reputation.

## This course covers the following Modules:

- The Business of Planning Weddings
- Wedding Vision
- Wedding Budget
- Wedding Timelines
- The Venue
- Food and beverage
- Music, Photography and Floral Décor
- Wedding Day Details
- Starting Wedding Planning Business



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

**There is no other particular entry requirement for this course.**

## What qualification will I gain?

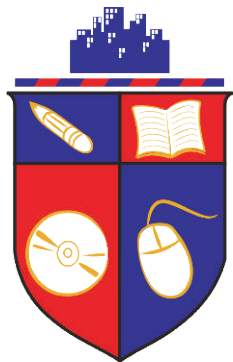
**Certificate in Wedding Planning (Level 3)**

## Awarding Body:

**ABC Awards**

**Fee: £395 in (Instalments).**

**£80 Discount when paid in full (£315)**



**BRENTWOOD**  
OPEN LEARNING COLLEGE

# DIPLOMA IN WEDDING PLANNING

## Course Introduction:

If you are looking for a perfect career in wedding planning, this programme is ideal for you. The course covers all aspects of wedding industry from history to the latest trends and secrets of the trades. The course takes you step by step through a wedding day, covering topics like; wedding styles, different cultures- their influences and customs, dealing with suppliers, choosing a florist, choosing a design and theme and much more.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Most wedding planners are self-employed but there are opportunities to work for larger wedding planning consultancies. You may work as an administrator or assistant in an event management company. Starting off as a wedding co-ordinator in a venue such as a hotel can be a great start to a career as an independent wedding planner.

Jobs with hotels or event management companies may be advertised in the local and national press, hospitality trade publications and employers' own websites. If you are self-employed, opportunities depend on the strength of your marketing and reputation.

## This course covers the following Modules:

- Introduction to Wedding Planning
- Types of Wedding Ceremonies
- Wedding Vision
- Wedding Timelines
- Wedding Budgets
- Site Layout
- Wedding Attire
- Food And Beverage
- Photography
- Floral Decor
- Music
- Stationery
- Transport
- Wedding Day Details
- Post Wedding Evaluation
- Starting Wedding Planning Business



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

Diploma in Wedding Planning (Level 4)

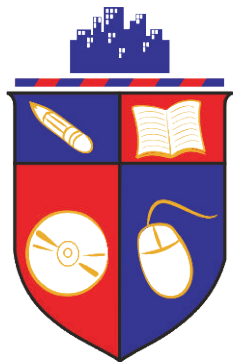
## Awarding Body:

NCFE

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)





**BRENTWOOD**  
OPEN LEARNING COLLEGE

# CERTIFICATE IN EVENT MANAGEMENT

## Course Introduction:

Event planning is one of the most exciting and lucrative fields today. Event planning is actually a process of managing a project. An event could be a meeting, a convention, a trade show, a birth day party, or a convention. Event planning activities include; establishing a vision for the event, budgeting for the event, establishing timelines, reserving the event site, acquiring required permits, planning for food, arranging for transport, developing a theme, arranging activities for the participants, arranging for equipments and managing risks. Individuals who have lot of lot of energy, who are well organised, like socialising with people and can handle multi tasking can be very successful in this career. This course starts with the very basics of the event planning and of how event planners work. The course consists of nine comprehensive and easy to follow course units covering from event planning basics to event planning process, development of themes for the events, planning budgets for the events, selecting event site, dealing with health and safety and environmental issues, marketing the event and finally setting up your own event planning business.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

There are many career opportunities in the industry. You can join an event management company or a media house that specialises in event management activities or you can either start working in the capacity of a freelancer or can set up your own events management business.

## This course covers the following Modules:

- An introduction to Event Planning
- Types of Events
- Event Planning Process
- Event Concept and Theme
- Event Budget Plan
- Venue Selection
- Health, safety and Environmental Issues
- Marketing the Event



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

Certificate in Event Management (Level 3)

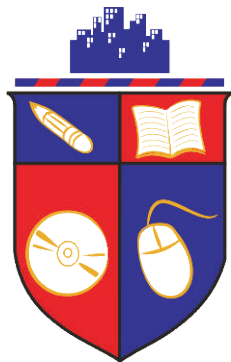
## Awarding Body:

ABC Awards

**Fee:** £395 in (Instalments).

£80 Discount when paid in full (£315)





**BRENTWOOD**  
OPEN LEARNING COLLEGE

# DIPLOMA IN EVENT MANAGEMENT

## Course Introduction:

The Event Management course is designed to equip you with art of planning in door and our door large and medium size functions and gatherings. i.e. press conferences, charity fund raising events, sports, other social and religious festivals, Birth Day parties, weddings etc. The course covers; strategic planning, budgeting, event promotional techniques , marketing, event operations, organisational skills, human resource management and all that is required to work as a professional in event planning industry.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

There are many career opportunities in the industry. You can join an event management company or a media house that specialises in event management activities or you can either start working in the capacity of a freelancer or can set up your own events management business.

## This course covers the following Modules:

- Overview of Event Management
- Types of Events
- Event Planning Process
- Event Concept and Theming
- Event Budgeting
- Venue Selection and Operations
- The Event Management Plan
- Human Resource Management
- The Contingency Planning
- Marketing the Event
- Communication and Customer Service
- Health and Safety Planning
- Catering Operations
- Waste Management and Noise Control
- Transport Management
- Crowd Management
- Evaluating the Events
- Starting And Running the Business



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

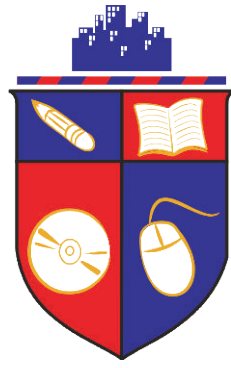
Diploma in Event Management (Level 4)

## Awarding Body:

ABC Awards

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)

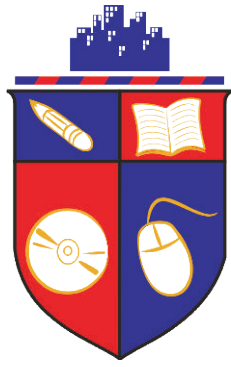


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# **MANAGEMENT**

# **P R O S P E C T U S   2 0 1 5**

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# CERTIFICATE IN CONSTRUCTION MANAGEMENT

## Course Introduction:

Level 3 Certificate in Construction Management, provides you with the expertise required to effectively handle a construction project or business. According to 'The Telegraph' The construction industry will create nearly 200,000 new jobs over the next five years in the UK as the demand for new homes stimulates a boom in the sector. Growth of the construction industry and the latest forecast of the job market in this sector has led to increased demand of the qualifications in this sector. Level 3 certificate in construction management is suitable for anyone wishing to enter the building trade. The course teaches you how to integrate multiple professional requirements for the successful completion of your construction projects; including estimating, cost control, project planning and scheduling, managing people and materials effectively. The course explores managing various types of contracts with the owner, the contractor, subcontractors, architects and consultants.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Possible job titles in construction field include: construction project supervisors, project executives, construction contract executives, assistant construction project managers, construction project managers, or construction sales executives.

## This course covers the following Modules:

- The Construction Industry
- Project Management & Administration
- Construction Cost Estimating
- Site Organisation
- Material Management
- People Management



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

**There is no other particular entry requirement for this course.**

## What qualification will I gain?

**Certificate in Construction Management (Level 3)**

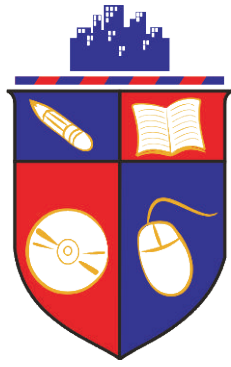
## Awarding Body:

**ABC Awards**

**Fee: £395 in (Instalments).**

**£80 Discount when paid in full (£315)**





**BRENTWOOD**  
OPEN LEARNING COLLEGE

# DIPLOMA IN CONSTRUCTION MANAGEMENT

## Course Introduction:

This course is ideal for you if you are interested in planning, organising and supervising; building construction and maintenance work. The course provides students with a sound understanding of the general and technical principles involved in construction processes. This Programme is equally suitable for people already working in a professional support role in construction, or those wishing to take the first step in changing to a career in construction.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Possible job titles in construction field include: construction project supervisors, project executives, construction contract executives, assistant construction project managers, construction project managers, or construction sales executives.

## This course covers the following Modules:

- Introduction to Construction Management
- Development and Organisation of Construction Projects
- Importance of Estimation in Construction Work
- Preliminary Investigations, Location and Site Selection
- Site Organisation
- Planning for Equipment
- Equipment Management
- Material Management
- Purchase and Storage Management
- Specialised Buying and Vendor Management
- Quality Controlling During Construction
- Human Resource Management
- Legal Aspects of Contract



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

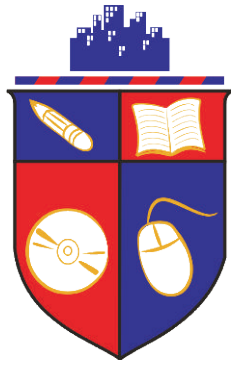
Diploma in Construction Management (Level 4)

## Awarding Body:

ABC Awards

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)



**BRENTWOOD**  
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# **CERTIFICATE IN LOGISTICS & SUPPLY CHAIN MANAGEMENT**

## **Course Introduction:**

Managing the flow of products, information, and funds is becoming increasingly complex with globalisation as products move across continents on daily basis, there is also pressure on the companies to meet the deadlines that directly affects their profitability. Organizations in almost any industry depend very much on supply chain managers to oversee some of the most essential processes to keep their businesses moving in a global marketplace. These managers often benefit from additional education or CPD to assist them in their current role or to enhance their careers further. Certificate in supply chain management gives you an understanding of the supply chain systems and procedures, you will learn how companies use supply chain networks to procure, produce and deliver goods and services domestically and across the world, how to manage logistical operations, and how the right technology and strategy can help you achieve a competitive edge.

## **Course Benefits:**

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## **Career opportunities:**

Supply chain management (SCM) offers a diverse and rewarding career. SCM professionals now occupy a range of influential positions across organizations in; operations, logistics, transportation and trade, as well as consulting and senior management. These professionals are employed by large, Small- and medium-sized enterprises at all levels, in public sector institutions and non-profit organizations.

## **This course covers the following Modules:**

- Introduction to Supply Chain and Logistics
- Managing Planning and Sourcing Operations
- Managing Procurement Operations
- Managing Manufacturing and Delivery Operations
- Inventory Management
- Transport management



**Length of the Course:** 200 Hours (Flexible)

## **Entry Requirement:**

**There is no other particular entry requirement for this course.**

## **What qualification will I gain?**

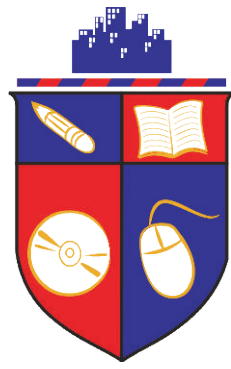
**Certificate in Logistics and Supply Chain Management (Level 3)**

## **Awarding Body:**

**ABC Awards**

**Fee:** £395 in (Instalments).

**£80 Discount when paid in full (£315)**



**BRENTWOOD**  
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# DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT

## Course Introduction:

Supply Chain Management is a system for managing the entire flow of information, materials, manufacturing and services from raw material suppliers through factories and warehouses to the end customer.

This course gives you a rounded view of the Logistics and supply chain management operations. Highlights of the course include; production processes, distribution channels, network designs, and performance management of supply chain.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Supply chain management (SCM) offers a diverse and rewarding career. SCM professionals now occupy a range of influential positions across organizations in; operations, logistics, transportation and trade, as well as consulting and senior management. These professionals are employed by large, Small- and medium-sized enterprises at all levels, in public sector institutions and non-profit organizations.

## This course covers the following Modules:

- Introduction to supply chain management
- Logistics in Supply Chain Management
- Logistics Strategy & Operations
- Planning & Sourcing Operations
- Procurement Operations
- Manufacturing & Delivery Operations
- Market Distribution in Supply Chain
- Inventory Management
- Transport Management
- Warehousing and Material Handling
- Using Information Technology
- Supply Chain System Design
- Supply Chain Performance Measurements



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

Diploma in Logistics & Supply Chain Management (Level 4)

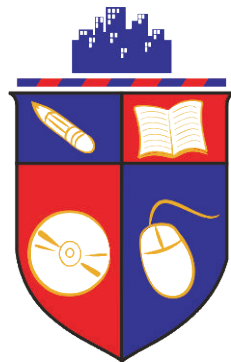
## Awarding Body:

NCFE

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)





**BRENTWOOD**  
OPEN LEARNING COLLEGE

# CERTIFICATE IN PROJECT MANAGEMENT

## Course Introduction:

Project management is about the application of methods, knowledge, skills and processes to achieve the project objectives. Appropriate project management skills assure the successful completion of the project. This course explains what the project management is all about and how to approach it successfully. The course is suitable for you whether you are in any industry; oil and gas, renewable energy, engineering, built environment, information technology, construction, knowledge management, marketing, public sector, pharmaceutical, health care, military, education, entertainment and creative industries. Effective project management leads you to;

- a greater possibility of achieving the required results;
- satisfies the differing interests of the stakeholders of the project;
- ensures the proficient and effective use of available resources

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

You could work as a project manager in most industries, including construction, IT, marketing, manufacturing, Aerospace and Defense, information Technology, automation, Systems Manufacturing, Education and training, financial services and the public sector.

## This course covers the following Modules:

- Introduction To Project Management
- Planning A Project
- Project Scope Management
- Project Time Management
- Managing Project Quality And Risk
- Managing Communication on a Project
- Managing Project Globally



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

**There is no other particular entry requirement for this course.**

## What qualification will I gain?

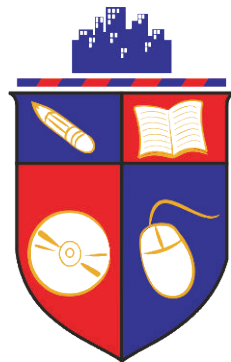
**Certificate in Project Management (Level 3)**

## Awarding Body:

**ABC Awards**

**Fee: £395 in (Instalments).**

**£75 Discount when paid in full (£315)**



**BRENTWOOD**  
OPEN LEARNING COLLEGE

# INTERNATIONAL DIPLOMA IN PROJECT MANAGEMENT

## Course Introduction:

Project Management involves organising, securing and managing the available resources effectively to bring about the completion of identified project goals and objectives successfully. Project Management is an essential element for all types of organisations.

BOLC Diploma in International Project Management has been designed to equip students with essential knowledge and skills to successfully complete projects, task and situations in all areas of business. The course covers the complete project life cycle; from project initiation, through project implementation and finally to the project completion phase. The course explores the essential tools needed to deliver successful projects. The course also includes topics like; cost estimating and cost control, project time management, quality management human resource management, risk management and project communication management.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

You could work as a project manager in most industries, including construction, IT, marketing, manufacturing, Aerospace and Defense, information Technology, automation, Systems Manufacturing, Education and training, financial services and the public sector.

## This course covers the following Modules:

- Overview Of Project Management
- Project Life Cycle
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communication Management
- Project Procurement Management
- Project Risk Management



**Length of the Course: 1 Year (Flexible)**

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

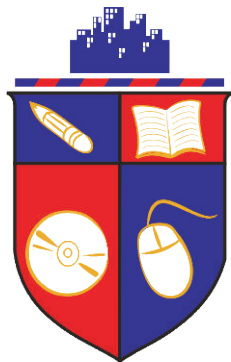
Diploma in International Diploma in Project Management (Level 4)

## Awarding Body:

NCFE

**Fee: £560 in (Instalments).**

**£100 Discount when paid in full (£460)**



**BRENTWOOD**  
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# CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

## Course Introduction:

Online human resources training is ideal for employees and managers alike. Whether you have entered into the world of human resources management by choice or your job promotion and professional success are the reasons for you to enter this field; the basic principles remain the same: you not only want to have the job done, but you want to have it done with the support of good team- the people who work professionally, ethically and cooperatively for the achievement of common goals. Specific topics covered on this course include the role of human resources in the management process, human-resources planning and forecasting, job information systems, recruitment and selection, human-resources development and staff appraisals, compensation, legal framework, and performance management.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

There are different types of jobs for which you may be considered:

- HR adviser
- HR assistant
- HR manager
- HR administrator
- HR and training manager
- HR case adviser
- HR development assistant
- Compensation and benefits analyst
- Training and development manager

## This course covers the following Modules:

- Introduction To HR Management
- Recruitment and Selection
- Performance Management
- Training and Development
- Rewarding Employees
- Equal Opportunities and Health and Safety



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

Certificate in Human Resource Management (Level 3)

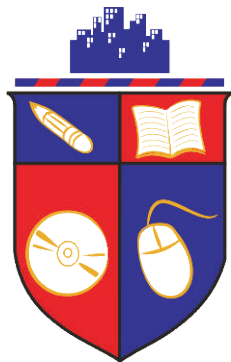
## Awarding Body:

ABC Awards

**Fee:** £395 in (Instalments).

£80 Discount when paid in full (£315)





**BRENTWOOD**  
OPEN LEARNING COLLEGE

# DIPLOMA IN HUMAN RESOURCE MANAGEMENT

## Course Introduction:

BOLC Human Resource Management Diploma will help you develop the knowledge, skills and methodology necessary to meet the human resource challenges of today's fast paced work environment.

The programme will help you develop a strong foundation in current HR best practices and will prepare you to lead the strategic deployment of human capital for all sorts of organizations.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

There are different types of jobs for which you may be considered:

- HR adviser
- HR assistant
- HR manager
- HR administrator
- HR and training manager
- HR case adviser
- HR development assistant
- Compensation and benefits analyst
- Training and development manager

## This course covers the following Modules:

- Introduction to Human Resource Management
- Human Resource Planning
- Recruitment & Selection
- Staff Training & Development
- Performance Management
- Rewarding Employees
- Absence & Attendance Management
- Equal Opportunity and Diversity
- Health, Safety and Welfare
- Grievance Procedure, Discipline and Dismissal
- Employee Relations



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

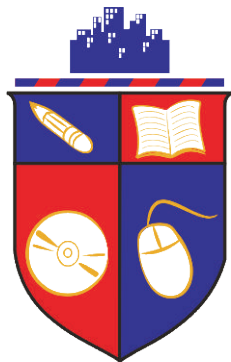
Diploma in Human Resource Management (Level 4)

## Awarding Body:

ABC Awards

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)



**BRENTWOOD**  
OPEN LEARNING COLLEGE

# CERTIFICATE IN ENVIRONMENTAL MANAGEMENT

## Course Introduction:

Environmental management is the process used by industries, businesses and individuals to regulate and protect the environment. These processes help organisations to reduce their environmental impacts and increase their operating efficiency. Organisations engage in environmental management for a couple of reasons; i.e for protecting the environment, following local laws and rules about conservation, and for saving money. Environmental managers help organisations to plan conservation and preservation related goals. Some of them work with companies as consultants others work for governments and other setting entities, usually to audit compliance. This course is a good starting point if you wish to launch your career in environmental management but do not have any previous knowledge or experience in this field.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Environmental Management offers a diverse and rewarding career. You may be able to find positions in nature conservation, consultancy, environmental protection agencies, waste management organisations and environmental research.

## This course covers the following Modules:

- Introduction to Environment
- Global Environmental Issues
- Effects of Overexploitation of Biological Resources
- Effects of Urbanisation
- Effects of Agriculture on Human Environment
- Environmental Planning
- Environmental Management Systems



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

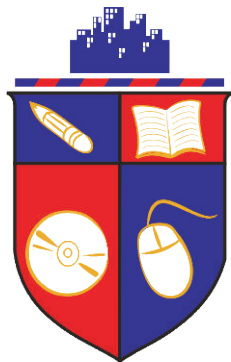
Certificate in Environmental Management (Level 3)

## Awarding Body:

ABC Awards

**Fee:** £395 in (Instalments).

£80 Discount when paid in full (£315)



**BRENTWOOD**  
OPEN LEARNING COLLEGE

# DIPLOMA IN ENVIRONMENTAL MANAGEMENT

## Course Introduction:

The course equips students with the knowledge and understanding of the increasingly important role that an EMS can provide in the management of environmental issues and policy.

This course provides a comprehensive introduction to the management of environmental issues and aims to teach students the principles and practice of environmental management within the contexts of environmental impact assessment.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Environmental Management offers a diverse and rewarding career. You may be able to find positions in nature conservation, consultancy, environmental protection agencies, waste management organisations and environmental research.

## This course covers the following Modules:

- Introduction to Environment
- Global Environmental Issues
- Effects of Overexploitation of Biological Resources
- Effects of Agriculture on Human Environment
- Effects of Urbanisation
- Environmental Conservation
- Environmental Planning
- Environmental Management Systems
- Energy Management
- Water, Forest and Biodiversity Management
- Environmental Quality Management
- Environmental Risk Management



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

Diploma in Environmental Management (Level 4)

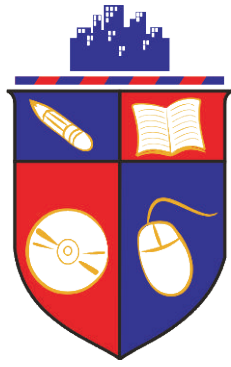
## Awarding Body:

NCFE

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)





**BRENTWOOD**  
OPEN LEARNING COLLEGE

# SAFETY IN THE WORKPLACE

## Course Introduction:

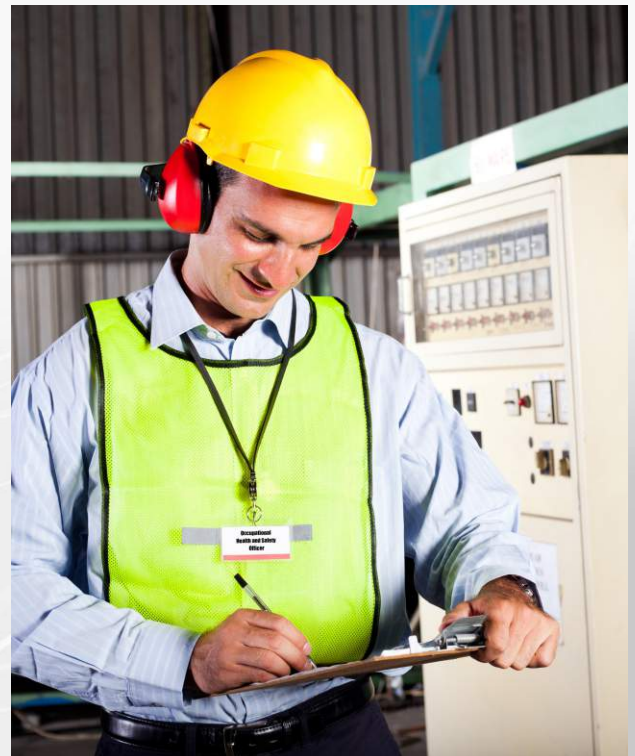
Workplace accidents and injuries cost corporations millions of dollars and thousands of hours lost every year. They also have a profound, often lifelong impact on workers. Introducing a safety culture into your organization, where safety is valued as an integral part of the business's operation, not only saves the business time and money, it also builds a committed, loyal, healthy workforce. This course will give you the foundation to start building your safety culture.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## This course covers the following Modules:

- An Introduction
- Identifying Hazards
- Resolving Hazards
- Taking Proactive Measures
- Preparing and Implementing a Safety Plan



**Length of the Course:** 200 Hours

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

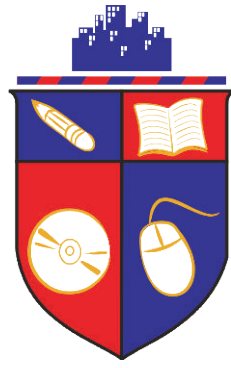
Safety in the Workplace (Level 2)

## Awarding Body:

ABC Awards

**Fee:** £360 in (Instalments).

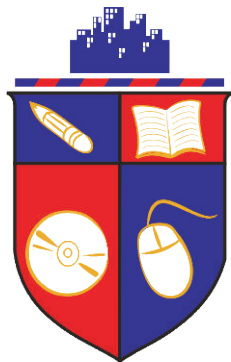
£60 Discount when paid in full (£300)



**BRENTWOOD**  
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# **BUSINESS**

**P R O S P E C T U S   2 0 1 5**



**BRENTWOOD**  
OPEN LEARNING COLLEGE

# CERTIFICATE IN BUSINESS ADMINISTRATION

## Course Introduction:

There are vast number of careers opportunities available in the field of business and administration. Industries from construction to waste disposal and from financial services to public services have management positions available at different levels. Business management requires variety of skills and knowledge together with good judgement and leadership qualities. The managers are required to be aware of several important aspects of business whether they are running their own business at small scale or hold a management position in a national corporation. Level 3 certificate in Business Administration, covers various disciplines you may encounter while managing a business. the course will help you to develop understanding of essential business skills such as decision-making, resource management and project management and will enable you to contribute your newly attained skills to the wider strategy of your organisation or department.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

There is a business and admin element to every employment sector, including; energy, engineering, charities, finance, manufacturing, tourism, health, entertainment, the law, leisure, education and local and national government. While working in business and admin, you would provide support to the organisations for their smooth operations. Most of the jobs in this sector are office based.

## This course covers the following Modules:

- Introduction to Business Administration
- Basics of Administrative Management
- Human Resource Management
- Marketing and Customer Services
- Staff Performance Management
- Resources Management
- Business Risk Management



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

Certificate in Business Administration (Level 3)

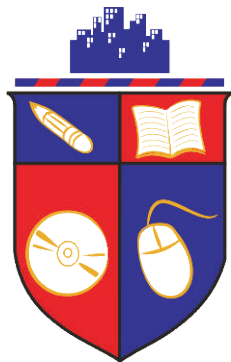
## Awarding Body:

ABC Awards

**Fee:** £395 in (Instalments).

£80 Discount when paid in full (£315)





**BRENTWOOD**  
OPEN LEARNING COLLEGE

# DIPLOMA IN BUSINESS ADMINISTRATION

## Course Introduction:

Diploma in Business and Administration is for anyone who wishes to do office work in the public, private or voluntary sectors. The programme provides a thorough grounding in functional issues involved in management, documentation production and administration services.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

There is a business and admin element to every employment sector, including; energy, engineering, charities, finance, manufacturing, tourism, health, entertainment, the law, leisure, education and local and national government. While working in business and admin, you would provide support to the organisations for their smooth operations. Most of the jobs in this sector are office based.

## This course covers the following Modules:

- The Business Environment (Types of business and their ownership, economic environment, political, legal and social factors)
- Fundamentals of Administrative Management
- HR Management
- Performance Management
- Managing Finance
- Managing Resources
- Effective Marketing
- Business Communication and Report Writing
- Time, Stress and Crisis Management
- Assess, Manage and Monitor Risks
- Build and Maintain Effective Customer Relations
- Team Management
- Starting a Business



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

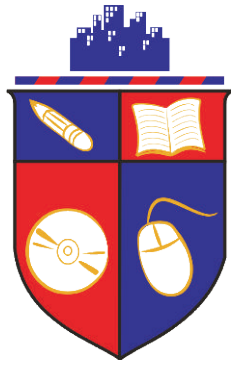
Diploma in Business Administration (Level 4)

## Awarding Body:

ABC Awards

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)



**BRENTWOOD**  
OPEN LEARNING COLLEGE

# CERTIFICATE IN BUSINESS RISK MANAGEMENT

## Course Introduction:

The course had been designed to provide you with the tools and concepts required to plan risk management for a business and to successfully handle and respond to any disruptions in business operations. You will explore the important issues related to business continuity, security, information and material management as well as risk management from planning, operations and response perspective. We will also discuss step by step procedures involved in risk management. To be able to manage risks successfully it is necessary to be aware of risks and their different types. Hence we start the course from the very basics explaining what is risk' and what are the different types of risk that a business may encounter during its operations. Moving on you learn the strategies that can be applied to handle different types of risk, you also learn how to manage risk in all its dynamic complexity and finally how to prepare and implement a risk management plan for your business.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Changes in the economic climate have opened up great opportunities in risk management. People who are keen to transfer their specialist quantitative modelling techniques can find themselves in front-office roles such as trading, bonds and stocks, with others employed in different areas of finance including market risk management and fund management, and by regulators such as the Financial Services Authority (FSA).

## This course covers the following Modules:

- Introduction to Risk Management
- Types of Risks
- Risk Management Process
- Financial Risk Management
- Technology Risk Management
- Operational Risk Management



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

**There is no other particular entry requirement for this course.**

## What qualification will I gain?

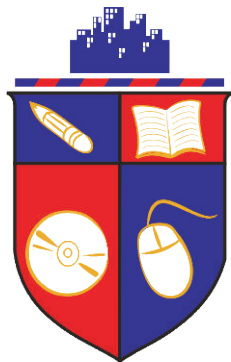
Certificate in Business Risk Management (Level 3)

## Awarding Body:

ABC Awards

**Fee:** £395 in (Instalments).

£80 Discount when paid in full (£315)



**BRENTWOOD**  
OPEN LEARNING COLLEGE

# DIPLOMA IN BUSINESS RISK MANAGEMENT

## Course Introduction:

As we currently live in less stable economic and political world; the awareness of risk is crucial for the smooth running of businesses. The course has been designed to provide learners with a solid understanding of business risk and explains the strategies for managing risk efficiently. The course focuses primarily on operational, project and reputation risk management.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Changes in the economic climate have opened up great opportunities in risk management. People who are keen to transfer their specialist quantitative modelling techniques can find themselves in front-office roles such as trading, bonds and stocks, with others employed in different areas of finance including market risk management and fund management, and by regulators such as the Financial Services Authority (FSA).

## This course covers the following Modules:

- Overview of Risk Management
- Types of Risk
- What is Enterprise Risk Management
- Risk Analysis
- Risk Identification
- Risk Assessment, Evaluation & Management
- Financial Risk Management
- Operational Risk Management
- Technological Risk Management
- Legal & Political Risk Management
- Market & Social Risk Management
- Environmental Risk Management
- Developing a Business Risk Management Programme



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

Diploma in Business Risk Management (Level 4)

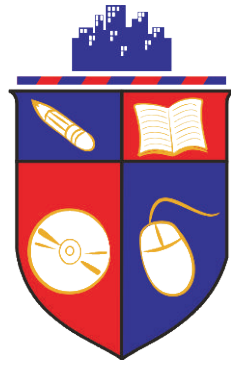
## Awarding Body:

NCFE

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)



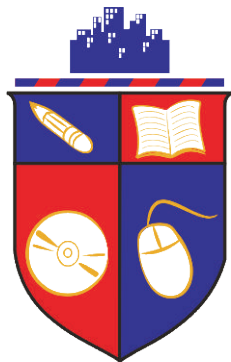


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# **MARKETING AND CUSTOMER SERVICES**

## **P R O S P E C T U S   2 0 1 5**

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# CERTIFICATE IN CUSTOMER SERVICES

## Course Introduction:

The course is suitable for anyone interested to enhance their knowledge and skills in customer services. It is specially relevant to those who deal with customers in any capacity whether internally or externally within an organisation. The course aims to develop learner's knowledge of customer service in a number of areas. On this course you will learn why customer service is important for businesses, how to identify customers needs, developing customer service strategy, developing and delivering trainings for the excellence in customer service, dealing with difficult customers, communicating effectively for the delivery of customer service, and the principle of making improvements to customer service. Hence this home study course teaches you everything from the fundamentals of customer service to more complex skills required for the successful delivery of customer service. The flexible delivery of the course enables you to learn customer service skills in a convenient way as you can adjust your learning according to your own schedule.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Good customer service skills are important in all industries. You could work in all kinds of employment sectors including; retail, finance, travel, telecommunications, manufacturing and local authorities. With experience, you could progress to team leader, customer services manager, or (depending on the type of employer) into sales or account handling.

## This course covers the following Modules:

- The Importance Of Customer Service
- Identifying Customers Needs
- Developing Customer Service Strategy
- Maintaining Service Excellence In The Organisation
- Training For Customer Service Excellence
- Dealing With Difficult Customers



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

**There is no other particular entry requirement for this course.**

## What qualification will I gain?

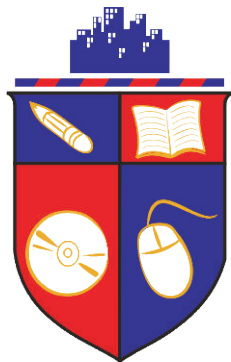
**Certificate in Customer Services (Level 3)**

## Awarding Body:

**ABC Awards**

**Fee:** £395 in (Instalments).

**£80 Discount when paid in full (£315)**



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# DIPLOMA IN CUSTOMER SERVICES

## Course Introduction:

Diploma in Customer Services has been designed to equip students with the knowledge, skills and confidence to succeed as customer service professionals for excellent and effective customer service delivery. Effective customer service delivery is crucial for all types of business whether they are private, public or non profit. But it cannot just happen by itself, it has to be planned and delivered with the participation of staff at all levels. The staff needs appropriate training in order to develop customer service skills.

The customer service skills learnt on this course can be effectively applied to a wide range of roles and industries and enable the course participants to manage customer services systems and processes which have a direct and indirect impact on customers.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

Good customer service skills are important in all industries. You could work in all kinds of employment sectors including; retail, finance, travel, telecommunications, manufacturing and local authorities.

With experience, you could progress to team leader, customer services manager, or (depending on the type of employer) into sales or account handling.

## This course covers the following Modules:

- Introduction to Customer Services
- Understanding Your Customers
- What is Customer Focused Organisation
- Developing Customer Service Strategy
- Implementing a Service Excellence Strategy
- Training and Development for Customer Service
- Importance of Effective Communication
- Building Long-term Customer Relations
- Dealing with Unprofitable Customers
- Importance of Customer's Feedback
- Complaints Handling
- Empowerment & Ownership



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

Diploma in Customer Services (Level 4)

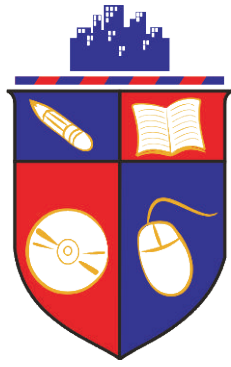
## Awarding Body:

ABC Awards

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)





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# CERTIFICATE IN MARKETING

## Course Introduction:

Reaching to the potential and existing customers for marketing a company's products and services is a key component for increased sales for a business. Marketing was never as evolving a field as it has become now with the advancement of technology and you need to know what's working today if you're going to stay competitive in the market. This course is designed for those who wish to start, or further develop, careers in marketing. The course focuses on the principles, concepts and practice of marketing with particular emphasis on contemporary marketing environment. The course will equip you with the appropriate skills and knowledge that are high in demand for a successful career in today's demanding global economy. On this course you will explore the topics like; Marketing environment, Market segmentation, Consumer behaviour, Developing a marketing strategy and Promotion Mix.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

You could be employed by a marketing agency or consultancy, or you could work for an in-house marketing department in all kinds of businesses or public sector organisations. You may also choose to become a freelance marketing consultant or set up your own consultancy.

## This course covers the following Modules:

- Introduction to Marketing
- Marketing Environment
- Market Segmentation
- Consumer Behaviour
- Developing a Marketing Strategy
- Promotion Mix



**Length of the Course:** 200 Hours (Flexible)

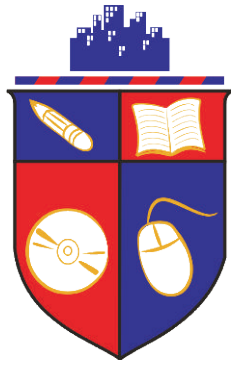
## Entry Requirement:

There is no other particular entry requirement for this course.

**What qualification will I gain?**  
Certificate in Marketing (Level 3)

**Awarding Body:**  
ABC Awards

**Fee:** £395 in (Instalments).  
£80 Discount when paid in full (£315)



**BRENTWOOD**  
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# DIPLOMA IN MARKETING

## Course Introduction:

Diploma in Marketing offered by BOLC; is a comprehensive programme designed to give students a competitive edge in this exciting field. The programme has been designed to help you expand your knowledge and skills in the marketing of products/ services for the customer, industrial and service sector.

You will gain an insight into the latest marketing trends and techniques, and will develop marketing skills that will help you for your exceptional career in the field.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

You could be employed by a marketing agency or consultancy, or you could work for an in-house marketing department in all kinds of businesses or public sector organisations. You may also choose to become a freelance marketing consultant or set up your own consultancy.

## This course covers the following Modules:

- Introduction to Marketing
- Marketing Environment
- Markets and Market Segmentations
- Consumer Behaviour
- Market Research
- Marketing Planning
- Product Development and Product Lifecycle
- Product Pricing Strategies
- Branding and Packaging
- Channels of Distribution
- Promotion Mix
- Personal Selling and Sales Promotion
- Advertising and Publicity



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

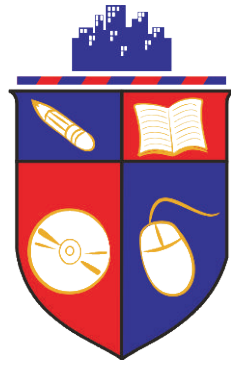
Diploma in Marketing (Level 4)

## Awarding Body:

ABC Awards

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)



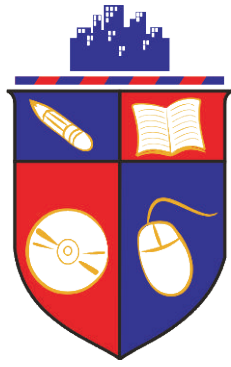
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# **PSYCHOLOGY**

## **P R O S P E C T U S   2 0 1 5**

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# CERTIFICATE IN CHILD PSYCHOLOGY

## Course Introduction:

Certificate in Child psychology discusses various methods, concepts and theories used by renowned psychologists to develop real understanding of the world of children. Study of child psychology is very important for numerous reasons. Not only it helps parents to have better understanding of their children but proper discipline, teaching and communication styles are also based on the true understating of the childhood psychology that changes and develops with time. Children who are raised under adverse circumstances or face traumatic situations are badly affected by these circumstances and these events leave long term affects on their personalities This is because children do not cope up with situations as adults do because they do not have same emotional or reasoning skills and they do not process information in the same way as we do.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

You could work within social services departments, child mental health services, family centres, education, and independent and voluntary services (such as Barnardos and the NSPCC).

With experience and further training, you could also supervise less experienced therapists, and provide a consultation service to professionals in the community. You could also move into training, lecturing or providing clinical supervision.

## This course covers the following Modules:

- Introduction to Child Psychology
- The Formation of Attachments
- Consequences of Breakdowns in Attachments
- Personality Development
- Social Development
- Development of Language
- Moral Development



**Length of the Course:** 200 Hours (Flexible)

## Entry Requirement:

**There is no other particular entry requirement for this course.**

## What qualification will I gain?

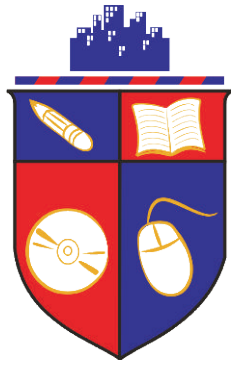
Certificate in Child Psychology (Level 3)

## Awarding Body:

ABC Awards

**Fee:** £395 in (Instalments).

£80 Discount when paid in full (£315)



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# DIPLOMA IN CHILD PSYCHOLOGY

## Course Introduction:

The course is ideal for you whether you are a parent, or working with children in any role i.e. teacher, nursery nurse, child minder or social worker. The course explores methods theories and concepts used by psychologists to develop real insight into the child personality.

## Course Benefits:

- Accredited Course
- Full Tutor Support
- Delivered through distance learning
- Self paced, no fixed schedules
- Available to students any where in the world
- Interest Free Fee Instalments

## Career opportunities:

You could work within social services departments, child mental health services, family centres, education, and independent and voluntary services (such as Barnardos and the NSPCC).

With experience and further training, you could also supervise less experienced therapists, and provide a consultation service to professionals in the community. You could also move into training, lecturing or providing clinical supervision.

## This course covers the following Modules:

- Introduction to Child Psychology
- The Formation of Attachments
- Privation and Deprivation
- The Effects of Bereavement & Separation
- Influences on Development
- Social and Emotional Development
- Personality Development
- Development of Language and Communication
- Moral Development
- Problems of Infancy
- Problems of Middle Childhood
- Problems of Adolescence



**Length of the Course:** 1 Year (Flexible)

## Entry Requirement:

There is no other particular entry requirement for this course.

## What qualification will I gain?

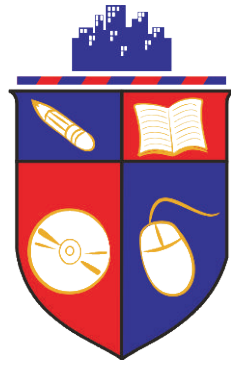
Diploma in Child Psychology (Level 4)

## Awarding Body:

ABC Awards

**Fee:** £560 in (Instalments).

£100 Discount when paid in full (£460)



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## **CONTACT US**

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