



BRENTWOOD  
OPEN LEARNING COLLEGE



# Brentwood Open Learning College **Prospectus** 2013



*Skills beyond boundaries*



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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



# 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 fulfils 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’s 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



# 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



# FAQ

## **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 BOLC student enjoy

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

On successful completion of your course you'll receive a recognised qualification

from the awarding body of your course (e.g. NCFE ).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 over a period of one or two years.

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

Assignments can be submitted by post, email or online

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

Yes, you can.





# Awarding Bodies

Our courses has been accredited under our NCFE IIQ Licence and the course measurable learning outcomes have been benchmarked at **Level 4** (using Ofqual's Qualification and Credit Framework (QCF) level descriptors) to allow you to consider the depth of study, difficulty, and level of achievement involved.

NCFE accreditation gives assurance that the content of the courses are of high standards and meet the rigorous quality assurance requirements of a national awarding organisation.

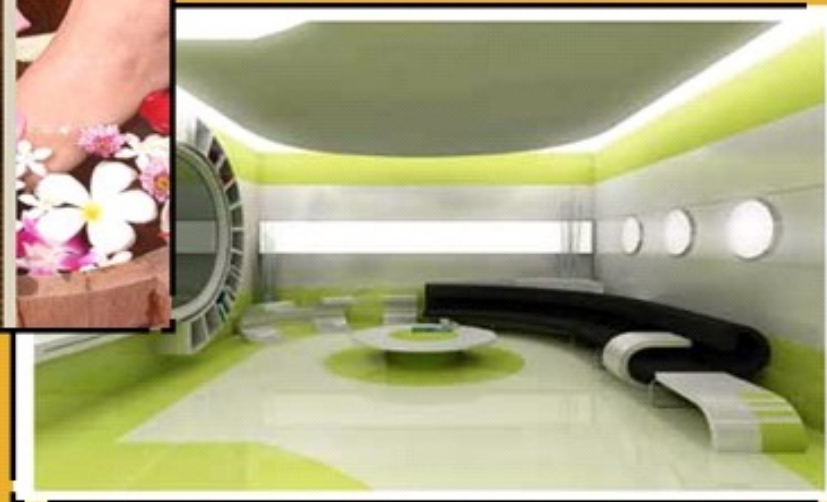
## What is NCFE

NCFE is recognised as an Awarding Organisation by the qualification regulators ('regulators') for England, Wales and Northern Ireland. The regulators are the Office of Qualifications and Examinations Regulation (Ofqual) in England, the Welsh Government and the Council for the Curriculum, Examinations and Assessment (CCEA) in Northern Ireland.





**BRENTWOOD**  
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# COURSES

# 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:

- 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
- Development of Design
- Principles of Design
- Dress Designing Essentials
- Colour and Dress Designing
- Choosing the Right Material
- Fashion Sketching
- Working With Patterns
- Sewing Basics
- Surface Decorations
- Costing a Garment
- Running Fashion Design Business



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Fashion Design Level 4**  
(This course is accredited from NCFE under IIQ license)

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# Diploma in Interior Design

## Course Introduction

Our Interior Design Course gives 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:

- 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 to the Interior Design Profession
- A Brief History of the Interior Design
- A Sense of Style
- Design Principles
- Space
- Lighting
- Colour
- Pattern and Texture
- Walls and Ceilings
- Floors
- Furniture

- Soft Furnishings
- Soft Furnishings (continued)
- The Finishing Touches
- Living Rooms
- 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

## 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.



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Interior Design Level 4**  
(This course is accredited from NCFE under IIQ license)

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# Diploma in Diet & 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:

- 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 into management and policy development.

## This course covers the following Modules:

- An Overview of Nutrition
- Basics of Nutrition
- Basics of Nutrition (continued)
- Digestion and Detoxification
- Eating Disorders
- Balancing the Diet
- Nutrition and the Immune System
- Diet and Disease
- Women's Health
- Nutrition Requirement for Different People
- Weight Control
- Weight loss
- Anti-ageing formulas
- The Role of a Nutritionist



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Diet & Nutrition Level 4**  
(This course is accredited from NCFE under IIQ license)

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# Diploma in Beauty Therapy & Salon Management

## Course Introduction

If the idea of working in a salon inspires you or you want to start your own Salon as a qualified 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:

- 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
- How to Improve Skin Conditions (Continued)
- Preparing Work Area and the Client for the Application of Make up
- Professional Make Up Procedures
- Manicure and Pedicure
- Hair Care
- Remove and Lighten Hair Using Temporary Methods



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Beauty Therapy & Salon Management Level 4**

(This course is accredited from NCFE under IIQ license)

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# 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 fundraising 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:

- 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 free-lancer or can set up your own events management business

## This course covers the following Modules:

- What is Event Planning
- Event Planning Process
- Types of Events
- Event Concept and Theming
- Preparing an Event Management Plan
- Event Budgeting
- The venue and Site Design
- Marketing and Events
- Human Resource Management
- Health & Safety Requirements
- Events Risk Assessment
- The Contingency Plan
- Catering Operations
- Customer Service and Communication
- Crowd Management
- Transport Management
- Waste Management & Noise Control
- Monitoring & Evaluation
- Staring Up & Running the Business



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Event Management Level 4**  
(This course is accredited from NCFE under IIQ license)

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# Diploma in Business & Administration

## Course Introduction

BOLC Business and Administration Diploma is for anyone who wish 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:

- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around 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. Working in business and admin, you would provide the support the organisation needs to run efficiently. 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
- Business accounts
- Time, stress and crises management
- Assess, manage and monitor risks
- Build and maintain effective customer relations
- Team management
- Starting a small Business



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Business & Administration Level 4**  
(This course is accredited from NCFE under IIQ license)

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**



# 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:

- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around 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 Evaluation & Management
- Financial Risk Management
- Operational Risk Management
- Technological Risk Management
- Legal & Political Risk Management
- Environmental Risk Management
- Market & Social Risk Management
- Developing a Risk Management Plan for your Business



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Business Risk Management Level 4**  
(This course is accredited from NCFE under IIQ license)

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# 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 accountant. The programme is ideal for anyone who wishes to practice in the area of investigative and forensic accounting.

## 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 Consists of the following Units:

- Introduction to Forensic Accounting and Fraud Auditing
- The Role of the Auditor and Forensic Accounting
- What is Fraud?
- Fraud Risk assessment
- Fraud Prevention
  - A) Fraud Prevention for consumers
  - B) Fraud Prevention for Businesses
- Investigative Techniques
- Computer Crimes
- Gathering Evidence
- Supporting a Criminal Prosecution
- The Future of Forensic Accounting

## Course Benefits:

- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around the World
- Interest Free Fee Instalments



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Forensic Accounting Level 4**  
(This course is accredited from NCFE under IIQ license)

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# Diploma in Business Communication

## Course Introduction

Excellence in communication contributes to success in all aspects of personal, professional and civil life. The course aims to develop competence in English Language and "communication skills". The course will prepare you for communicating effectively in a range of business contexts and will provide you with all the essential skills needed to negotiate your way into a successful career in communication.

## Career opportunities

Business communication study opens up job opportunities in large number of fields. Those who have studied Business Communication can find work as professional development instructors, human resource consultants, communications specialists, public relations officers or employees, entry- to mid-level managers, information technology professionals, professional trainers, advertising and marketing professionals, as well as presenters and speech-writers. Business management is also an opportunity for those who have studied business communication training, and many choose to freelance as a consultant.

## This course consists of the following Units:

- Introduction to Business Communication
- Nature of Communication
- Communication Techniques
- Communication Skills
- Professional Presentation Skills
- Practical Business Writing Skills
- Managing Projects

## Course Benefits

- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around the World
- Interest Free Fee Instalments



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Business Communication Level 4**

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# Diploma in 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 ware houses 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.

## Career opportunities

Supply chain management (SCM) offers a diverse and rewarding career. SCM professionals now occupy a range of influential positions across organizations, in procurement, 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 consists of the following Units:

- Introduction to supply chain management
- Logistics in supply chain management
- How the supply chain works
- Distribution Resource Planning
- Supply Chain Methodologies
- Supply Chain Operations Management
- Supply Chain Co-ordination
- Network Designs
- Information Technology
- Administration
- Performance Management

## Course Benefits:

- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around the World
- Interest Free Fee Instalments



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Supply Chain Management Level 4**

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# Diploma in Marketing

## Course Introduction

BOLC Diploma in Marketing 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.

## 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 consists of the following Units:

- Introduction to Marketing
- The Marketing Environment
- Consumer and Buyer Behaviour
- Segmentation and Targeting
- Marketing Information and Research
- Marketing Strategy
- Marketing Planning and Implementation
- International Marketing
- Marketing in Today's World

## Course Benefits:

- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around the World
- Interest Free Fee Instalments



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Marketing Level 4**

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# 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 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.

## 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 consists of the following Units:

- Introduction to Project Management
- Project Management Skills
- Project Life Cycle and Organisation
- The Project Planning
- Project Management Tools & Techniques
- Project Scope Management
- Project Time Management
- Estimating and Cost Management
- Project Quality Management
- Human Resource Management
- Project Communication Management
- Project Risk Management
- Global Project Management

## Course Benefits:

- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around the World
- Interest Free Fee Instalments



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

### **International Diploma in Project Management Level 4**

(This course is accredited from NCFE under IIQ license)

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# 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.

## 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 consists of the following Units:

- Introduction to Public Relations
- Public Relations and Communications
- Business, Politics and Public Relations
- Media and Public Relations
- Strategic Planning for Public Relations
- Public Affairs and Issue Management
- Public Relations and Consumer
- Business to Business Public Relations
- Public Relations and Promotional Strategy
- Crisis Management
- International Context of Public Relations
- Future of Public Relation Departments

## Course Benefits:

- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around the World
- Interest Free Fee Instalments



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Public Relations Level 4**

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# Diploma in Islamic Banking & 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.

## 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:

- Islamic Banking –An Introduction
- History and Growth of Islamic Banking and Finance
- Foundations of Islamic Law
- Foundations of Islamic Finances
- Philosophy and Features of Islamic Finance
- Development of Islamic Banking Model
- Operations of Islamic Banks
- Financial Instruments
- Performance of Islamic Banks
- Business Ethics in Islamic Economic & Finance
- Globalization of Islamic Banking

## Course Benefits:

- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around the World
- Interest Free Fee Instalments

# Islamic Banking



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Islamic Banking & Finance Level 4**  
(This course is accredited from NCFE under IIQ license)

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**



# Diploma in Customer Services

## Course Introduction

BOLC 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.

## 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 consists of the following units:

- Introduction to Customer Service
- Setting service Standards
- Developing Customer Service Strategy
- Developing Customer Service Skills
- Managing Customer Relationships
- Dealing with customer's complaints
- Dealing with Difficult Customers
- Dealing with Unprofitable Customers
- Effective communication with Customers and Colleagues
- Creating Customer Centric Organisation
- Reputation Management
- Managing Expectation
- Making Continues Improvement

## Course Benefits:

- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around the World
- Interest Free Fee Instalments



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Customer Services Level 4**

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# 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 the students will learn the concepts of record keeping, managing effective accounting, accounting standards, and cost and budgeting and more.

## 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 consists of the following Units:

- Introduction to Accounting
- The Role of Accountant
- Accounting & Financial Management Inter- Relationship
- Financial Statements
- Financial Statement Analysis
- Preparing & monitoring Budgets
- Financial Planning & Control
- Financial Management
- Costing
- Accounting records & Systems
- Accounting Concepts Policies & Standards
- Investment & Financing Strategies

## Course Benefits:

- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around the World
- Interest Free Fee Instalments



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Accounting & Finance Level 4**  
(This course is accredited from NCFE under IIQ license)

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# 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.

## 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 consists the following Units:

- The Hotel Industry
- Managing Front office Operations
- Managing House Keeping Operations
- Managing Security
- Staff Recruitment and Selection
- Staff Training & Development
- Food And Beverage Operations
- Managing Service Quality
- Managing Interdepartmental communications
- Sales and Marketing
- Managing Financial Aspects

## Course Benefits:

- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around the World
- Interest Free Fee Instalments



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Hotel Management Level 4**

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# Diploma in Travel & 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. It is ideal for you if you want to work for an airline, as a tour operator, or even are interested to start your own business.

## 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 consists of the following Units:

- Introduction to Travel & Tourism Management
- Structure of the Industry
- Tools & Techniques in Tourism Planning and Management
- The Law and Tourism
- Managing Safety & Security
- Ethics in Travel & Tourism
- Human Resource Management in Tourism
- Marketing Management
- Managing Finance for Tourism
- Effects of External Environment of Travel and Tourism
- Managing Crisis in Travel & Tourism
- Strategic Methods of Development for Travel and Tourism
- The Future of Tourism Planning and Management

## Course Benefits:

- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around the World
- Interest Free Fee Instalments



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Travel & Tourism Level 4**

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# 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 sorts of organizations.

## 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 consists of the following Units:

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

## Course Benefits:

- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around the World
- Interest Free Fee Instalments



**Length of the Course: 1 Year**

## Entry Requirement:

There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Human Resource Management Level 4**

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**

# 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.

## 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 consists the following Units:

- Introduction to Wedding Planning
- Types of Weddings
- Weddings and the Law
- Wedding- customs, cultures and religions
- The Planning Process
- Preparing a Wedding Budget
- Choosing a Venue
- Choosing a Theme
- Food and Beverage Management
- Wedding Attire and Bridal Party
- Floral Décor
- Wedding Photography
- Stationery Elements and wedding gifts
- Music & Entertainment
- Transportation
- The Wedding Day
- Starting Up and Running the Business

## Course Benefits:

- Full Tutor Support
- Self Paced, No Fixed Schedules
- Available to Students Anywhere around the World
- Interest Free Fee Instalments



**Length of the Course: 1 Year**

## Entry Requirement:

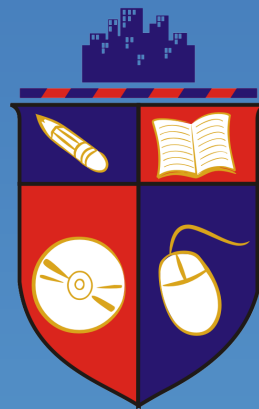
There is no particular entry requirement for this course.

## What qualification will I gain?

**Diploma in Wedding Planning Level 4**  
(This course is accredited from NCFE under IIQ license)

**Fee:** £480 in (instalments).

**20% Discount when paid in full (£384)**



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