



BRENTWOOD
OPEN LEARNING COLLEGE

CERTIFICATE IN

BUSINESS ADMINISTRATION

Web: www.bolc.co.uk

Email: admissions@bolc.co.uk

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.

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



Course Duration: 200 Hours (Flexible)

Entry Requirement:

There is no particular entry requirement for this course.

Course Accreditation:

Certificate in Business Administration
(Level 3)

Awarding Body: ABC Awards

Fee Schedule:

Total Fee: **£395** (Including Admission Fee)

Admission Fee: **£95**

12 Monthly Instalments: **£25** / Month

There is **£80** discount if fee is paid in full.

Discounted fee: £315



UNIT 1**Introduction of Business Administration**

Types of Businesses and Their Ownerships
Importance of Business Environment
Social Responsibility of a Business

UNIT 2**Basic of Administrative Management**

What is meant by Management
Characteristics of Management
Functions of Management
General Principles of Management

UNIT 3**Human Resource Management**

Functions of the HRM
Code of Ethics of HR

UNIT 4**Marketing & Customer Services**

Marketing Plan
Customer Relationship Management
A Win-Win Strategy

UNIT 5**Staff Performance Management**

Objectives of Performance Management
Benefits of Performance Management
Components of Performance Management

UNIT 6**Resources Management**

Benefits of Resource Management
Processes
Problems Related to Managing Resources

UNIT 7**Risk Management**

History of Risk Management and its Concepts
Elements of Risk
Benefits of Risk Management in a Nutshell
Risk Management Tools

Your Learning Experience - FAQs

How is the course delivered?

Guided learning hours for the course are 200 to 250. The course is flexible you can work according to your own schedule. The course is assignment based after each course unit you will complete an assignment which you will submit to your tutor for marking. The tutor will mark the assignment and will upload feedback on the portal within 10 working days of the assignment being submitted. On successful completion of the unit you will move on to the next unit and this you will complete your course. There is no formal exam to take at the end.

How will I study?

When you enrol on this course you are assigned a personal expert tutor, to guide and encourage you throughout your studies with the College. Your tutor will be available throughout your course to give you help with specific issues, and difficult topics. Relevant practical exercises and projects are introduced throughout the course aimed at applying the theory and skills learnt.

What is so special about this course?

This is a unique course. We start from the very basics and give you all the essential knowledge required for working in the field successfully.

What support do students get?

Learning Material

All the core learning material will be provided to you from the college. You don't have to buy any text books. However we encourage our students to conduct their own further reading.

Additional Supporting Material

Additional support material and useful links are available on the LMS (Learning Management System) for further reading.

Tutor Support

When you enroll on any of our courses you are assigned a personal tutor to support you with your studies. You complete all this work under the supervision and guidance of your tutor who provides you feedback on your assignments and course work on regular basis throughout your course.

Online Discussion Forum

Our online forums enable you to share ideas with other students and support each other throughout your studies. Tutor's regularly review the forums and reply to student's questions or concerns.

Is the course accredited?

This course has been accredited under ABC Awards QLS (Quality License Scheme) by Brentwood Open Learning College. 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 our customers.

How much does it cost?

The full course fee is **£395**

There are two Options available for you.

Option 1

When paying full fee in advance you will get **£80** fee discount and will pay **£315** for the complete course.

Option:2

When paying in instalments you will pay **£395** for the complete course. This fee will be paid according the following schedule:

At the time of admission **£95**. Then **12** instalments of **£25** each.

The fee covers complete cost of your course which includes: the cost of registration, course study material, tutor support and certification fee.

Payment Methods

We at BOLC offer you the variety of payment methods to make the payment process easily manageable. You can choose any of the following methods to pay your fee:

☞ **Credit or Debit Card**

☞ **PayPal**

☞ **Bank Transfer**

Can I pay my fees in instalments?

Yes, you can pay your fee in up to 12 interest free monthly instalments. However there is special fee discount available for those paying in full at the time of admission.

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.

How to Apply?

Online:

You can enroll online by completing the **Apply Online** form on **www.bolc.co.uk**
OR

Email:

You can contact us on **admissions@bolc.co.uk** and we will send you all the course information along with the application form which you can fill in and return to us on the same email. After processing your application form we will send you an invoice for the payment of your fee along with guidance on making payment.



Apply Now!



CONTACT US

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