



BRENTWOOD
OPEN LEARNING COLLEGE

CERTIFICATE IN

BUSINESS COMMUNICATION

Web: www.bolc.co.uk

Email: admissions@bolc.co.uk

Course Introduction:

We all know what good writing is. It's the novel we can't put down, the poem we never forgot, and the speech that changes the way we look at the world.

Good writing is the memo that gets action and the letter that says what a phone call can't. In business communication, the language is concrete, the point of view is clear, and the points are well expressed. Good writing is hard work, and even the best writers get discouraged. However, with practice you can feel more confident about your own communication.

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 Communication
(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

Fundamentals of Business Communication

Why Write?
Writing Clearly
Choosing What to Say
Writing Concisely
Making Your Writing Complete
Making Words Agree
Manners and Courtesy

UNIT 2

Writing Business Letters

Steps to Writing Business Letters
Parts of a Business Letter
Types of Letters
Dissecting Letters

UNIT 3

Writing Effective E-Mails

E-Mail Basics
Managing Emails
Spelling and Proofreading
Proofreading Tips

UNIT 4

Writing Memos

The Anatomy of a Memo
Reviewing Your Writing
Writing Challenges

UNIT 5

Communicating Effectively on Telephone

Communication Skills
Defining Communication
Telephone Techniques
Handling Everyday Requests

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.

What Student Will Learn?

- The value of good written communication.
- How to write and proofread your work so it is clear, concise, complete, and correct.
- How to apply these skills in real world situations.
- The proper format for memos, letters, and e-mails. Communicating effectively on the phone.

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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