



BRENTWOOD
OPEN LEARNING COLLEGE

DIPLoma IN

BUSINESS ADMINISTRATION

Web: www.bolc.co.uk

Email: admissions@bolc.co.uk

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	BOLC Diploma
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	✓

“I recently completed Diploma in Business Administration with you in Brentwood College. The course has been so fantastic. The course was so challenging, tasking, and actually full of various information you need to know; it is open and self explanatory. I have been trying to make use of this in practical application by applying for course related jobs.”

Adebanjo Felix



Course Duration: 1 Year (Flexible)

Entry Requirement:

There is no particular entry requirement for this course.

Course Accreditation:

Diploma in Business Administration
(Level 4)

Awarding Body: ABC Awards

Fee Schedule:

Total Fee: **£560** (Including Admission Fee)

Admission Fee: **£104**

12 Monthly Instalments: £38 / Month

There is **£100** discount if fee is paid in full.

Discounted fee: £460

ABC awards
Part of the emfec group

**Quality Licence
Scheme**



UNIT 1**The Business Environment**

The Internal And External Factors That Affect A Business
 Micro & Macro Environment
 Types Of Businesses And Their Ownerships
 Social Responsibility Of A Business
 Business Ethics

UNIT 2**Fundamentals of Administrative Management**

What Is Meant By Management?
 Characteristics of Management
 Nature of Management
 Functions Of Management
 General Principles Of Management

UNIT 3**HR Management**

Functions of the Human Resource Management
 Human Resource Planning
 Code of Ethics in Human Resources
 Objectives of Human Resource Management
 Functions of the HRM

UNIT 4**Performance Management**

Objectives of Performance Management
 Functions of Performance Management
 Performance Appraisal
 Benefits of Performance Management

UNIT 5**Managing Finance**

Financial Responsibility & Accountability
 Planning for Funds
 Scope of Financial Management
 Objectives of Financial Management
 Functions of Financial Management

UNIT 6**Managing Resources**

Requirements For Effective Resource Management In A Business
 Benefits Of Resource Management Processes
 Problems Related To Managing Resources

UNIT 7**Effective Marketing**

The Effective Marketing
 The "6Ps" or the 'Marketing Mix'
 Creating a Marketing Plan
 Implementing the Marketing Plan

UNIT 8**Business Communication and Report Writing**

Types of Business Communication
 Effective Business Communication Guidelines
 Report Writing
 Elements of Effective Business Report Writing

UNIT 9**Time, Stress and Crisis Management**

Time Saving Strategies
 Effective Stress Management Techniques
 Preparing An Effective Crisis Management Plan

UNIT 10**Assess, Manage and Monitor Risks**

The History Of Risk Management And Its Concepts
 The Elements Of Risk
 Types Of Pure Risk
 Risk Management
 Risk Management Tools
 Risk Management as A Business Factor

UNIT 11**Build and Maintain Effective Customer Relations**

Customer Relationship Management
 Traits of a Happy Customer
 Traits of a Bad Customer
 Converting Bad Customers into Good Ones

UNIT 12**Team Management**

Types Of Teams
 Benefits Of Managing Teams
 Effective Teams
 Bruce Tuckman's Team Development Model'

UNIT 13**Starting a Business**

Advantages Of Owning A Business
 The Business Plan
 The Marketing Plan
 Guidelines For Successful Planning
 How To Determine Costs
 Pricing Methods
 Advertising

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 **£560**

There are two Options available for you.

Option 1

When paying full fee in advance you will get **£100** fee discount and will pay **£460** for the complete course.

Option:2

When paying in instalments you will pay **£560** for the complete course. This fee will be paid according the following schedule:

At the time of admission **£104**. Then **12** instalments of **£38** 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**
- ☞ **Western Union**

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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