

COLLEGE OF CENTRAL LONDON



2008-2009



Welcome to the College of Central London

Established almost 40 years ago, the College of Central London is a private college that offers a range of courses and qualifications. We serve students from all over the world and our philosophy is to provide a high standard of teaching in an environment that encourages academic achievement alongside personal development.

The courses offered prepare students for the commercial world or further education.

There is a range of Business Studies courses set at different levels. We also provide courses that enable students to gain qualifications in Accountancy, Hospitality Management, International Trade, Facilities Management and Secretarial Skills. An additional strength is the provision for study of Business English and English as a Foreign Language. The College of Central London was awarded accreditation in January 2005 by the British Accreditation Council for Independent Further and Higher Education.

Lecturers are selected for their qualifications and practical experience to enable the college to gain good quality, classroom-based education. We have a high success rate amongst those who complete a given course. Classes are small enough to enable teachers

to relate to students as individuals and large enough to create a vibrant atmosphere.

The college is located on the very edge of the financial hub of the historic City of London. Travel to the college from almost anywhere in Greater London is easy as the college is served by nearby underground stations, overland railway and frequent buses. We are pleased to help arrange accommodation for our students.

As a private college we are able to control our own fee structure and it has always been our goal to offer students quality education at affordable fees. By controlling our own fees we aim to give students value for money when selecting us as their place of learning.

We are available to help students with problems that arise during their studies. We aim to build strong relationships with our students and many return to follow additional courses. Many more recommend that their friends and relations study with us.

I look forward to meeting you when you decide to study at the College of Central London.

Nicolas Kailides

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The Faculty

Students will obtain a sound academic education and receive good practical teaching from teachers and lecturers who are actively working in their areas of expertise. They are able to communicate in the classroom the knowledge and experience they have gained over many years in their related fields. Below you will find brief profiles of some key members of staff.

Carl Preedy, I.T. Consultant for a private client stockbroker in Central London. Systems include Windows 2003 Server, Windows Vista, Windows XP Professional, Windows 2000, SQL Server 7.0 plus various external connections to other financial companies: Euroclear (CREST), Thomson Financial, Proquote and LSE. Consort Securities (Investmaster) software used predominately at this site.

Sumit Agarwal, is a qualified Chartered Accountant from India and Certified Systems Auditor. Sumit has great experience of setting up financial systems and identifying potential risk. He has worked in industry and has moved over to set up his own Consultancy. He lectures on CIMA courses and has much experience of financial control and taxation.

Barrie Jervis, is a Chartered Insurance Practitioner and a vocational member of Lloyd's. Barrie has worked as a director of a Lloyd's Underwriting Agency. He lectures on our postgraduate and Maritime courses. His latest book on marine insurance was published in September 2005.

Bartley Culverwell, **Director of Studies**, has a wide experience in management and teaching at all levels. His last post was as Associate Head of the University of Greenwich Business School. He is External Examiner for International Marketing Management at Bournemouth University.

Jan Gustafsson, has many years' experience as lecturer and consultant for major international companies. He lectures in several key areas of business and management.

Lloyd K Lushinga, lectures in most areas of business and international trade. He is business adviser to a number of businesses based in the developing world.

Staff

Nicolas Kailides BSc (Hons)	Principal
Bartley Culverwell BSc (Hons), MSc, MBA, FRAI	Director of Studies
Peter Mattingly BSc, MSc	Quantitative Methods
Gerald Rickard BSc, PGCE	Marketing, Advertising
Jan Gustafsson B.CoM, MBA, MPHIL, PhD	Business, Strategy and Management
Lloyd K Lushinga Dip. Ed. MSc	Maritime Studies and International Trade
Mathew Abraham BSc Physics, MCA India	Mathematics, Networking and Programming
Carl Preedy	C/C++, C#, SQL, JavaScript, ASP
Tony Gilby MLPhil, Dip Proj. Man (FRICS)	Facilities, Housing & Project Management
Mike Howson F.C.A	Accountancy and Finance
Barrie Jervis BA(Hons), PCII, FCI Arb, DipICarb	Maritime Law and Insurance
Sumit Agarwal ACA India, ACMA, CISA	Accountancy and Finance
Zainab Atta BA(Hons), YFA, FAIA, MBA	Organisational Management and Economics
Joe Rose FIEX, ACIS	International Trade
Anthony Georgiou MBA, MBIM, LL.M	Law and Human Resources
David McGeorge CEng, FIMarE, MRINA	Shipping Operations, Trading Environment
Andrew Applewhaite BA TESL/TEFL Cert	English Language
Denise Heinrich-Lane BA, MA & TEFL Cert	English Language
Patrick Randall TEFL Dip	English Language



Bartley Culverwell



Jan Gustafsson



Lloyd Lushinga



David McGeorge



Gerald Rickard



For all course
information visit:

www.central-college.co.uk

Business & Management

Throughout the world, commerce depends on individuals actively engaged in designing, producing, marketing and delivering a vast range of goods and services. In the increasingly competitive twenty-first century global market place, it has become extremely important for young people to gain the skills that are necessary to succeed in business. The College of Central London offers courses that will suit students ranging from school-leavers to experienced managers. Our courses lead to internationally-recognised qualifications and are

designed to prepare students for successful careers in management, IT, accountancy and the hospitality sectors.

Courses are usually modular in nature and the specific needs of individual students can be served. Here at the College of Central London, we offer business courses with the emphasis on assignments, task work, individual and group presentations and project work. In this way BTEC courses are work related, and aim to assess the knowledge, understanding and skills of students on a continuous assessment basis.

National Diploma in Business (Level 3)

Description of the course

The aim of the Edexcel Level 3 BTEC National Diploma in Business is to provide students with a sound, basic business education. It is suitable for those seeking careers in industry, commerce and public administration. It is a well-regarded qualification for entry to Higher Education and advanced professional studies.

The BTEC National Diploma offered by the College is unique since it is based on an international context and this, together with the learning methods, enable students to take an active part in their own learning. Course tutors help to generate motivation and self-reliance, which stimulates interest amongst students as they develop into active groups using their skills.

Grades are awarded by the college and approved by BTEC External Verifier. A BTEC Programmes Manager will be available to guide students through the course. It is, above all, a course based on practical principles and designed to develop the skills of students and to enable them to solve problems that are likely to arise in daily work.

Entry Qualifications

Students should normally be aged 16 years or over. They must possess four GCSEs or their equivalent qualification, or a BTEC First Diploma, plus a reasonable knowledge of the English language. Mature students may be exempt from this requirement on grounds of experience. Exceptional entry will be given to students who lack the necessary qualifications but have taken and passed the Certificate in International Trade.

Duration of the course

The course normally lasts for two academic years. Well-qualified students with relevant qualifications may be allowed to complete the course in one year.

The main intake is in September with the first academic year commencing in late September and ending in June the following year. This pattern is the same for the second academic year. There is a second intake in late January with the year finishing in January the following year. This pattern is the same for the second year.

Syllabus and course design

The course consists of **four** core units plus **fourteen** specialist units that provide a combined total of at least 1080 guided learning hours (GLH) for the completed qualification, spread over two years. The course is structured around formal classes, seminars, tutorials and individual tuition. In addition, students will be expected to undertake private study. The four core subjects are fundamental to the success of business organisations and give students a sound understanding of business. The specialist subjects allow us to offer a great deal of choice and flexibility to the course and enable us to create an imaginative and innovative timetable.

The four core units are as follows:

Exploring Business Activity, Investigating Business Resources, Introduction to Marketing, Effective People, Communication and Information.

Specialist units as follows:

Introduction to Accounting, Understanding Accounting, Introduction to Management Accounting, Investigating Accounting Systems, Exploring Creative Product Promotion,

an Introduction to Market Research, Understanding Relationship Marketing, Investigating Internet Marketing, Investigating Recruitment and Selection, Understanding Aspects of Employment Law, Career Development Planning and Business, Human Resource Management in Business, Improving Performance in the Workplace, Managing a Business Event, Exploring Team Development, Managing Physical Resources, Aspects of Contract and Business Law, Aspects of Civil Liability for Business, Understanding Aspects of the Legal System and Law Making Process, Aspects of Criminal Law Relating to Business, Working in Administration, Managing Business Information, Understanding Legal Aspects of Administration, Supporting Projects, Introduction to the Internet and e-Business, Website Design Strategies, Investigating Supply Chain Management, Organisational Systems Security, Website

Production and Management, Digital Graphics and Computers, Advanced Database Skills, Understanding Health and Safety in the Workplace, Starting a small business, Understanding Business ethics, Exploring Business and the Economic Environment, Investigating International Business, Understanding Retailing, Exploring Computer Applications for Financial Management.

You are advised to check with the college to find out which combination of specialist units are on offer.

Assessment

Students will prepare a series of written and oral assignments in each of the 18 subjects. On successful completion of the course students will be awarded a BTEC National Diploma issued by Edexcel.

Higher National Diploma in Business (Level 5)

Description of the course

The Edexcel Level 5 BTEC Higher National Diploma in Business is regarded as the equivalent to a pass degree or the first two years of an Honours Degree course at a British University. Successful completion and sufficiently high standards can lead to graduate status employment, direct entry to DMS & MBA Programmes or direct entry to the final year of a related Honours Degree through university third year top-up schemes.

Entry qualifications

Students should normally be aged 18 years or over. They must possess five GCSEs, at least one GCE ('A' level) or a BTEC National Certificate/Diploma or an equivalent qualification e.g. International Baccalaureate. They must possess a sound knowledge of the English language both written and spoken to Upper Intermediate/ First Certificate Level. Mature candidates (over 21 years of age) may be considered for concessional entry on the basis of experience and/or other approved prior learning and may, exceptionally, be granted exemption from certain modules.

Duration of the course

The course normally lasts for two academic years. Well-qualified students with relevant qualifications may be allowed to complete the course in one year.

The main intake is in September with the first academic year commencing in late September and ending in June the following year. This pattern is the same for the second academic year. There is a second intake in late January with the year finishing in January the following year. This pattern is the same for the second year.

Syllabus and course design

The course consists of **eight** core units plus **eight** specialist units that provide a combined total of at least 960 guided learning hours (GLH) for the completed qualification, spread over two years. The course is structured around formal classes, seminars, tutorials and individual tuition. In addition, students will be expected to undertake private study. The course is designed to contain a balance of practical skill development and knowledge requirements, some of which are theoretical in nature. Our lectures ensure that appropriate links are made between theory and practice and that the knowledge base is applied to the sector. The study of BTEC Higher Nationals in Business provide opportunities for students to develop an understanding of spiritual, moral, ethical, social and cultural issues and an awareness of environmental issues, health and safety considerations and European developments.

The eight core units are as follows:

Marketing, Managing Financial Resources and Decisions, Organisations and Behaviour, Business Environment, Common Law I, Business Decision Making, Business Strategy Research Project.



Nelson's Column, Trafalgar Square



London Transport



Specialist units as follows:

Management Accounting: Costing and Budgeting, Financial Reporting, Financial Systems and Auditing, Taxation, Managing Professional Development, Working with and Leading People, Managing Activities to Achieve Results, Managing Communications, Knowledge and Information, Marketing Intelligence, Advertising and Promotion, Marketing Planning, Sales Planning and Operations, Human Resources Management, Managing Human Resources, Human Resources Development, Employee Relations, English Legal System, Business Law, Common Law 2, European Law, Introduction to the Internet and e-Business, Internet Marketing, e-Business, e-Business Planning and Implementation, Information Systems, Networking Concepts, Multimedia Design and Authoring, Website Design, Networking Technology, MS Office Solution Development, Systems Analysis, Purchasing, Purchasing Development, Quality

Management, Small Business Enterprise, Operations Management, European Business, Employment Law, Company Law, Administrative Practices and Procedures, Financial Services, Insurance, Industry Experience, Contemporary Issues in Marketing Management, Computer Platforms, Human Computer Interface, Project Management, Administrative Services, Business Psychology, Business Ethics, Environment Management, Facilities Operations, Property Law.

You are advised to check with the college to find out which combination of specialist units are on offer.

Assessment

Students will have to prepare a series of written and oral assignments in each subject. On successful completion of the course students will be awarded the appropriate BTEC Higher National Certificate or Diploma issued by Edexcel.

For all course
information visit:

www.central-college.co.uk

Advanced Professional Diploma in Management Studies (Level 7)

Description of the course

This Edexcel Level 7 BTEC Advanced Professional Diploma in Management Studies is an engaging programme at postgraduate level for higher education and adult learners who are clear about the area of employment they wish to enter or to which they wish to progress within existing employment. It also provides a suitable qualification for those wishing to change career or move into employment in management. This course broadens and deepens the student's management knowledge and skills. Students will be expected to develop a comprehensive understanding of management techniques and the ability to apply them.

Entry qualifications

Students most likely to benefit from this programme will have achieved at least one of the following: experience of working in a management position, a First Degree in any discipline, a BTEC Higher National Diploma (e.g. in Business Studies or related disciplines). Mature students over the age of 25 may be given discretionary entry.

Duration of the course

The course lasts for one academic year. The main intake is in late September with the course ending in June the following year. There is a second intake in late January with the course ending in January the following year.

Syllabus and course design

The Edexcel Level 7 BTEC Advanced Professional Diploma in Management Studies is a 270-hour qualification comprising **nine** units. There are **three** compulsory core units and **six** specialist units.

The course is designed to develop skills and broaden the students' managerial understanding.

The three core units are as follows:

Advanced Professional Development, Managing Change in Organisations and Management Research - Project and Presentation.

Specialist units as follows:

Strategic Planning and Implementation, Managing Financial Principles and Techniques, Human Resources Planning and Development, Management in the Wider Environment, Leadership of Your Organisation, Culture Climate Values, Management Research Methods, Strategic Review, Supply Chain Management, The Creative Manager, Managing Finance for Strategic Managers, Managing Virtual Organisations, Managing Human Resources Policy, Strategic Marketing Management, Developing a Communication Strategy and Quality and Systems Management.

You are advised to check with the college to find out which combination of specialist units are on offer.

Assessment

Students will prepare a series of written and oral assignments in each subject. Students must undertake assessment activities that include tasks

reflecting typical practice in the sector concerned. On successful completion of the course students will be awarded the appropriate BTEC Advanced Professional Diploma issued by Edexcel.

Professional Diploma in Marketing & Advertising Management (Level 5)

Description of the course

The BTEC Level 5 Professional Diploma in Marketing & Advertising Management is a graduate level qualification in a specialist field for mature candidates, validated and awarded by BTEC/Edexcel. The course aim is to provide a vocational course in marketing and advertising for students who have or wish to have a career in marketing, advertising or public relations. It aims to provide students with vocational and personal skills to enable them to apply what they have learned to solving marketing, public relations and advertising problems, and, if they wish, to continue their studies to an advanced professional level.

Entry Qualifications

Students should be over 21 years of age and possess at least 4 GCSEs or their equivalent, or have at least three years' work experience. Students may be admitted without formal qualifications provided they have relevant work experience and provided that their written and spoken English is at least Upper Intermediate/ First Certificate Level.

Duration of the course

The course lasts for one academic year. There is normally only one intake of students per year, commencing in late September and ending in

June the following year. The course is structured around formal classes, seminars, tutorials and individual tuition.

Syllabus and course design

The course is made up of **five** units: Strategic Marketing, International Marketing, Advertising Management, Sales Promotion and Public Relations. There is emphasis on practical exercises designed to help students develop their skills and understanding of all aspects of the course. A practical approach is employed both during the classroom sessions and in the nature of the assignments that are set. Throughout the course, students undertake a range of tasks of increasing complexity that begin with basic terminology through to solving quite sophisticated communication problems that involve all the skills and knowledge learned throughout the course.

Assessment

Students will be assessed according to their performance when asked to complete a range of tasks consistent with the objectives and outcomes specified for each unit. The tasks will include reports, presentations and research based assignments. On successful completion of the course students will be awarded the appropriate BTEC Professional Diploma issued by Edexcel.



Liverpool Street Station



Big Ben



Albert Memorial



For all course
information visit:

www.central-college.co.uk

Diploma in Marketing, Advertising & Public Relations (Level 3)

Description of the course

Education Development International (EDI) is a leading international awarding body that was formed through a merger of the London Chamber of Commerce and Industry Examinations Board (LCCIEB) and a leading online assessment provider, GOAL. EDI now delivers LCCI International Qualifications (LCCI IQ).

This course enables students to obtain a good knowledge of Marketing, Advertising, and Public Relations. It is most suitable for either those who wish to pursue a career in Marketing, Advertising or Public Relations or those currently working in this field and who wish to obtain a recognised formal qualification.

Entry Qualifications

Students should normally be over 16 years of age and possess 4 GCSEs or their equivalent. Students may be admitted without formal qualifications providing they have relevant work experience and provided that their written and spoken English is at least Upper Intermediate/ First Certificate Level.

Duration of the course

The course lasts for six months, starting in late September with examinations in April the following year. There is an option to take examinations in June. There is a second intake in January with the course finishing in June when examinations are taken.

Syllabus and course design

Students may focus on any one of 3 subjects as follows: Marketing, Public Relations, and Advertising.

Assessment

To obtain the group diploma they must also pass examinations in their chosen main subject along with 2 others from the listed subjects. Alternatively, students may take single subject examinations in any or all listed subjects in order to obtain an LCCI IQ Third Level Certificate. Successful candidates who pass 2 different Level 3 subjects chosen from Certificate of Advertising, Certificate of Marketing and Certificate in Public Relations within a period of 24 months will be eligible for the LCCI IQ Level Diploma in Marketing. The required single subject gained On Demand within 3 months of the first examination date will be eligible for an LCCI IQ Level 3 Group Diploma. Holders of the LCCI IQ Level 3 Group Diploma in Marketing will gain entry to the Certificate of Marketing with the Chartered Institute of Marketing.



Piccadilly Circus

International Trade and Maritime Studies

Developments in the world of communications have brought about today's global economy. Distance is no longer the barrier to trade that it once was and in the twenty-first century business needs to look far beyond national borders for its future success. With globalisation comes increased competition and only the most skilful operators can expect to succeed. New management will require employees to be fully conversant with procedures and practices when dealing in non-domestic markets.

The College of Central London has devised a series of courses to provide students with skills and qualifications required in the field of International Trade. Our courses cover the key disciplines involved in International Trade, Importing, Exporting, and Shipping. Selected courses include: Certificate in International Trade (CIT) as awarded by the Institute of Export, Professional Diploma in International Trade (BTEC) and the Professional Certificate in Maritime Management (BTEC). Other qualifications that are awarded to successful students include our own Group Diploma in International Trade and Maritime Management.

The Certificate in International Trade (CIT)

This is a course based on practical principles, designed especially for those who wish to start or develop a career in International Trade, including import, export and international shipping of goods.

This is the first selected course of three that make up the series for the Group Diploma in International Trade and Maritime Management.

Entry qualifications

No formal qualifications necessary though students are required to have a good knowledge of the English Language.

Duration of the course

The duration of the course is 12 weeks. There are normally two intakes of students per year, in January and finishing in March or in July and finishing in September.

Syllabus

The course is made up of 5 subjects as follows: Fundamentals of International Business, Introduction to International Trade Management, The Global Marketplace, International Transport and Documentation, English for Business.

Assessment

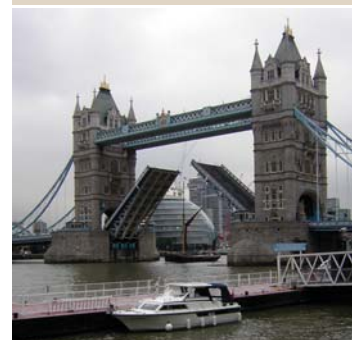
Successful students will be awarded the Certificate in International Trade by the Institute of Export. They will also be given a college certificate. Students who have passed the LCCI English for Business examinations at Levels 2 or have obtained GCSE grades A-C in English Language or equivalent, will be granted exemption from the examination in English for Business.



Thames Barge, St Katherine's Dock



Westminster from the Thames



Tower Bridge



South Bank



Old Royal Naval College, Greenwich

Professional Diploma in International Trade BTEC Level 4

This course is specially designed for students from overseas who wish to learn how international trade operates and how increased exports can help to contribute to the prosperity of their own countries. The course will also outline clearly how imports and exports may be handled in a practical way.

This is the second selected course of three that make up the series for the Group Diploma in International Trade and Maritime Management.

Entry Qualifications

Students must have a good knowledge of the English Language. No other formal qualifications are required. Entry will be given to students who have completed a course leading to the Certificate in International Trade.

Duration of the course

The duration of the course is 24 weeks. There is normally only one intake of students per year, commencing in late September and ending in March the following year.

Syllabus

The course is made up of 5 subjects as follows: The Trading Environment, Finance of International Trade, International Marketing, International Logistics and International Business.

Assessment

The main method of assessment for this module is by assignment. There are between 3-4 assignments for each subject each focusing on the outcomes as shown in the objectives. Each assignment will be graded according to grading criteria - Distinction being the highest achievable.

Success in this course will enable students to obtain a Professional Diploma in International Trade BTEC Level 4 issued by Edexcel.

Professional Certificate in Maritime Management BTEC Level 5

The college has devised a shipping course, which provides students with an in-depth knowledge of the international environment of maritime industry and its interface with associate industries particularly seaports. The course takes full account of new legislation and the changing pattern of maritime industry. The course can be considered at degree level standard in this highly specialised area.

This is the third selected course of three that make up the series for the Group Diploma in International Trade and Maritime Management.

Entry Qualifications

Professional Diploma in International Trade BTEC Level 4 or Certificate in International Trade (CIT). Mature students with relevant experience.

Duration of the course

The duration of the course is 12 weeks. There is only one intake of students per year in April and finishing in July.

Syllabus

The course is made up of 5 modules as follows: The Shipping Business, Shipping Operations, Maritime Marketing, Marine Insurance and International Shipping Law.

Assessment

Students will be continually assessed on course work, assignments (both written and oral). Success in this course will enable students to obtain BTEC certification issued by Edexcel.

Note: Students who have passed CIT and the Professional Certificate in Maritime Management will be awarded the Diploma in Export and Maritime Management. Those students who have also passed CIT and the Professional Diploma in International Trade will qualify for the Group Diploma in International Trade and Maritime Management.

For all course
information visit:

www.central-college.co.uk

Group Diploma in International Trade and Maritime Management

The college has devised a series of courses to enable students to study all important aspects of International Trade, Importing, Exporting, and Shipping. The objective of these courses is to enable students to acquire those skills valuable to employers in the world of Import/Export and Shipping.

By combining three courses; Certificate in International Trade (CIT), Professional Diploma in International Trade (BTEC) and the Professional Certificate in Maritime Management (BTEC) students can obtain the group Diploma. In addition, students will obtain certification for each of the three courses taken.

Entry Qualifications

Students do not need formal qualifications provided that their written and spoken English is at least Upper Intermediate/ First Certificate Level.

Duration of the course

The Group Diploma in International Trade and Maritime Management is made up of three selected courses and students may join when a selected course commences. Ideally it is advantageous to start with CIT and end with Maritime Management.

Assessment

There are 15 subjects in total (see the above outlines) and students need to pass all of them to qualify for the award. Assessment will be made using a range of criteria including written assignments, examinations and oral presentations.

Students who pass only 10 subjects, the Certificate in International Trade and the Professional Certificate in Maritime Studies will qualify for the Diploma in Export and Maritime Studies.

Holders of the Group Diploma in International Trade and Maritime Management may gain entry to postgraduate courses in Maritime Studies leading to a Masters Degree in the same subject. In addition the Institute of Export will grant exemptions from the ACIT course enabling students to gain direct entry to the Institute's DIT course.



Towards Waterloo Bridge, the London Eye and Big Ben



Savoy Hotel



Leicester Square



Trafalgar Square



For all course
information visit:

Hospitality Management

Hospitality is a rapidly growing business sector that embraces hotels, restaurants, cafés, bed and breakfasts, on-licensed outlets, clubs, contract caterers, leisure/recreation outlets, travel catering, educational establishments, in-store catering and fast food outlets. There is a huge demand for capable management throughout the industry. The course that we offer is designed to provide students with those skills necessary to bring about effective management solutions throughout the

world of hospitality. It is important to recognise that hospitality is a global industry. The course, approved and certified by Edexcel/BTEC, aims to assist students in recognising that the needs and expectations of customers and staff vary from country to country. The focus of our course is on helping students understand how to effectively manage a profitable business, to manage and motivate staff and develop their skills and, importantly, how to identify and satisfy customer needs.

Advanced Professional Diploma in Strategic Hospitality Management (Level 7)

Description of the course

This Edexcel Level 7 BTEC Advanced Professional Diploma in Strategic Hospitality Management course is at postgraduate level and covers a wide range of issues that are specific to the hospitality industry. It leads to the development of applied knowledge, skills and understanding. It has been designed to meet the demands of employers and to give students access to current hospitality strategic management studies. Progression to a Masters in Hospitality is dependent upon work experience in the sector.

Entry qualifications

Students are likely to benefit mostly from the programme if they have at least one of the following: experience of working in a strategic management position, an appropriate professional qualification (eg. HCIMA Certificate or Diploma), First Degree (eg. in Hospitality, Travel & Tourism or Business Studies disciplines), a BTEC Higher National Certificate or Diploma (eg. in Hospitality & Catering, Travel and Tourism or Business Studies disciplines).

Duration of the course

The course normally lasts for one academic year.

The main intake is in the autumn with the first academic year commencing in late September and ending in June the following year. This pattern is the same for the second academic year. There is a second intake in late January with the course finishing in January the following year.

Syllabus and course design

The Edexcel Level 7 BTEC Advanced Professional Diploma in Strategic Hospitality Management course is a 240-hour qualification comprising of **three** core units and six specialist units of which students must complete **four** units to obtain the BTEC Advanced Professional Diploma.

The three Core Units are as follows:

Hospitality Management Strategies, Strategic Customer Care in Hospitality, Management Report in Hospitality (counts as a double unit).

Specialist units as follows:

Strategic Marketing in Hospitality, People Management and Development, Managing Continuous Professional Development, Business Excellence in Hospitality, Securing the Competitive Edge in Hospitality and Strategic Financial Control in Hospitality.

You are advised to check with the college to find out which combination of specialist units are on offer.

Assessment

Students will be assessed according to their performance when asked to complete a range of tasks consistent with the objectives and outcomes specified for each unit. The tasks will include reports, presentations and research based assignments. These tasks will reflect typical practice in the hospitality sector. On successful completion of the course students will be awarded the appropriate BTEC Advanced Professional Diploma issued by Edexcel.

Facilities Management

Facilities managers are responsible for many of the buildings and services which support businesses and other types of organisations. Facilities management is one of the fastest growing

professions. Professional facilities managers ensure that buildings, systems and services support core business operations and processes contribute towards strategic objective achievement in changing conditions.

The BIFM Examinations

The examinations are split into Part I and II.

Part I consists of 3 modules. It is suitable for those in the early stages of an FM career or for those who wish to consolidate their knowledge.

Part II consists of 4 modules which explore the same areas of the BIFM syllabus as Part I but in greater depth and from a more strategic perspective.

BIFM Part I Certificate in Facilities Management

The course covers virtually every aspect of managing buildings including: acquisitions, disposal, fitting out, space planning, engineering services, catering, security, health & safety, contracting and many others and has been developed by The British Institute of Facilities Management (BIFM), a professional body formed by the merger of the Association of Facilities Managers and the Institute of Facilities Management.

Entry Qualifications

One GCE A level or equivalent. Students should normally be over 18 years of age with a minimum of one year's relevant work experience. Students over the age of 25 can gain exceptional entry as mature students.

Duration of the course

This course is run on an evening basis over one academic year and each of the three modules is covered within a 12-week term. Well-qualified students with relevant qualifications may be allowed exemption from Part I subject to approval from BIFM.

The main intake is in September and ending in June the following year. The second intake is in January ending in December after a break for the summer holidays.

Syllabus and course content

The course comprises three modules. Modules 1 and 2 will be assessed by a 3-hour paper examination paper. Module 3 will be a case study paper. Students will be advised to sit all examinations in June.

Content of the modules is briefly outlined below.

Module 1:

Section A: Understanding Business Organisation - Understanding the Structure and Behaviour of Organisations, Understanding Business and Organisational Strategy, Developing FM Strategy
Section B: Managing People - People Management, Communication, Working with Suppliers and Specialists

Module 2:

Section A: Managing Premises - Property Portfolio Management, Understanding Building Design, Building Fabric Maintenance
Section B: Managing Resources - Procurement, Risk Management, Financial Management, Quality Management, Information Management

Module 3:

Section A: Managing the Working Environment - Environmental Issues, Space Management
Section B: Managing Services - Managing Building, Managing Support Services, Project Management, Managing Customer Services

Assessment

Modules 1 and 2 will be assessed by a 3-hour paper examination paper. Module 3 will be a case study paper. Students will be advised to sit all examinations in June.

NOTE: All students must register with: British Institute of Facilities Management (BIFM). Number One Building, The Causeway, Bishop's Stortford, Hertfordshire, CM23 2ER. Tel No: +44 (0)845 058 1356. Fax: +44 (0)1279 712669. Email: admin@bifm.org.uk

Please apply to BIFM at their address quoted above for membership details and a full information pack.



Theatre, Charing Cross Road



Entertainer on the South Bank



St Paul's from the Millennium Bridge



Notting Hill Carnival

College students

These are just a few of the students who chose to further their education at the 'College of Central London'

For all course
information visit:

www.central-college.co.uk

Iren Yeresyan
Turkey
English



Laura Domene Calsina
Spain
Group Diploma
in International
Trade and
Maritime
Management



Tatiana Fattorini
Colombia
BTEC PD in
International
Trade



**Fernanda
Miranda Gomez**
Brazil
Advanced
Certificate in
International
Trade (ACIT)



Omar Bojang
Gambia
HND in Business



**Mouhamed Al
Moctar Ba**
Ivory Coast
Certificate in
International Trade
(CIT)



Ahmad Farhat
Lebanon

HND Business
& Marketing



**Akriti
Bijukchhe**
Nepal

HND
Business &
Marketing



Jatin Kuckreja
India

HND Business &
Management



Tyrrel Ponweera
Sri Lanka

BTEC PC Maritime
Management



Boongmi Suh
Japan

Group Diploma
in International
Trade &
Maritime
Management



Mahmood Sarwar
United Arab Emirates

BTEC PD in
Marketing &
Advertising
Management



Umair Zamir
Pakistan

HND in
Business



**Hio Ling
(Iris) Tang**
Hong Kong

LCCI Diploma
in Marketing,
Advertising
and PR



**Jakkrit
Klaypaksee**
Thailand

Certificate in
International
Trade (CIT)



Sylvia Comissao
Mozambique

HND Business &
Marketing



**Hasuni
Jayasundera**
Sri Lanka

BTEC PC in
Maritime
Management



Dipu Giri - the College of Central
London representative in South
East Asia



IT and Computing

The need for computer skills in the world of business, film, television and the entertainment industry is growing at an almost incredible rate.

This is particularly true within the internet-based communication industry. Computers allow us to shop, bank, work, play learn and communicate with one another. The increasing influence of computing is now being felt in all aspects of life.

BTEC National Diploma for IT Practitioners (Level 3)

Description of the course

The aim of the Edexcel Level 3 BTEC National Diploma for IT Practitioners is to provide students with a sound, basic IT education. The BTEC National Diploma offered by the College is unique since it is based on an international context and this, together with the learning methods, enable students to take an active part in their own learning. Course tutors help to generate motivation and self-reliance, which stimulates interest amongst students as they develop into active groups using their skills.

Grades are awarded by the College and approved by a BTEC External Verifier. A BTEC Programmes Manager will be available to guide students through the course. It is, above all, a course based on practical principles and designed to develop the skills of students and to enable them to solve problems that are likely to arise in daily work.

This Diploma course sets out to equip students with the necessary skills to find employment as computer practitioners in the fields of programming, computer systems maintenance, systems analysis, design, and operations. It is also a valued alternative entry qualification to a wide range of advanced professional and higher educational courses.

Duration of the course

The course lasts for two academic years with year one starting in September and finishing in June the following year. The same pattern applies to the second year.

Syllabus and course design

The course consists of **six** core units plus **four** compulsory units and **eight** specialist units that

provide a combined total of at least 1080 guided learning hours (GLH) for the completed qualification, spread over two years. The course is structured around formal classes, seminars, tutorials and individual tuition. In addition, students will be expected to undertake private study. The six core and four compulsory subjects are fundamental to the success of IT organisations and give students a sound understanding of computing. The eight specialist subjects allow us to offer a great deal of choice and flexibility to the course and enable us to create an imaginative and innovative timetable.

The six core units are as follows:

Language and Communications, Computer Systems, Business Information Systems, Introduction to Software Development, Communications Technology, Systems Analysis and Design.

The four compulsory units are as follows:

Business IT Project, Applications Software Development, Database Management Systems, Business Calculations.

Specialist units as follows:

End User Support, Website Management, Human Computer Interface, E-Commerce, System Justification, Expert Systems, Management Information Systems, Multimedia Technology, Software Applications, Data Communications and Networks.

Assessment

Students will be assessed according to their performance when asked to complete a range of tasks consistent with the objectives and outcomes specified for each unit. The tasks will include reports, presentations and research based assignments. On successful completion of the course, students will be awarded a BTEC National Diploma issued by Edexcel.

For all course
information visit:

www.central-college.co.uk

BTEC Higher National Diploma (HND) in Computer Studies

This Higher National Diploma is equivalent to the first two years of an Honours Degree programme at a British University. These qualifications are designed to equip students with the knowledge, understanding and skills required for success in current and future employment in the computer sector.

The qualification enables students to apply for the third year of a related IT and Computing degree at university.

Entry qualifications

Students should normally be aged 18 years or over. They must possess five GCSEs, at least one GCE ('A' level) or a BTEC National Certificate/Diploma or an equivalent qualification e.g. International Baccalaureate. They must possess a sound knowledge of the English language both written and spoken to Upper Intermediate/ First Certificate Level. Mature candidates (over 21 years of age) may be considered for concessional entry on the basis of experience and/or other approved prior learning and may, exceptionally, be granted exemption from certain modules.

Duration of the course

The course normally lasts for two academic years. Well-qualified students with relevant qualifications may be allowed to complete the course in one year.

The main intake is in September with the first academic year commencing in late September and ending in June the following year. This pattern is the same for the second academic year. There is a second intake in late January with the year finishing in January the following year. This pattern is the same for the second year.

Syllabus and course design

The course consists of **six** core units plus **two** compulsory units and **eight** specialist units that

provide a combined total of at least 1080 guided learning hours (GLH) for the completed qualification, spread over two years. The course is structured around formal classes, seminars, tutorials and individual tuition. In addition, students will be expected to undertake private study. The course is designed to contain a balance of practical skill development and knowledge requirements, some of which are theoretical in nature. Our lectures ensure that appropriate links are made between theory and practice and that the knowledge base is applied to the sector.

The six core units are as follows:

Computer platforms, Systems Analysis, Programming Concepts, Database Design Concepts, Networking Concepts, Personal Skills Development.

The two compulsory units are as follows:

Information Systems Project, Information Systems.

The eight specialist units are as follows:

Quality Systems, Financial Systems, Networking Technology, Data Analysis and Design, Management and IT, End-User Support, MS Office Solution Development, Multi Media Design and Authoring, Website Design, Internet Server Management, Human Compute Interface, Project Management, e-Business Strategy, e-Business Technology, e-Business Project, Knowledge Systems, Visual Programming.

You are advised to check with the college to find out which combination of specialist units are on offer.

Assessment

Students will be assessed according to their performance when asked to complete a range of tasks consistent with the objectives and outcomes specified for each unit. The tasks will include reports, presentations and research based assignments. On successful completion of the course, students will be awarded the appropriate BTEC Higher Diploma issued by Edexcel.



Natural History Museum



Round Pond, Kensington Gardens

Accountancy

Management accountants work within companies or in independent consultancies. Their responsibilities include controlling financial affairs, explaining the financial consequences of management decisions and suggesting possible courses of action, conducting internal audits and preparing periodic financial statements for managers, advising on taxation matters and preparing financial reports. Management accountants are crucial members of the management team, making the decisions and supplying the information vital to the running of organisations in both the public and private sectors. It is interesting to note that many of the

world's top executives started their business careers as accountants.

The Chartered Institute of Management Accountants (CIMA) awards highly regarded qualifications and the College of Central London prepares students for the Certificate in Business Accounting (previously known as Foundation level) and the professional qualification containing 9 subjects in total; 6 at Managerial level and 3 at Strategic level. TOPCIMA is the final examination students sit. Approximate duration of the course will be two years in order to complete 14 examinations. Additional time is needed to prepare for TOPCIMA.

For all course
information visit:

www.central-college.co.uk

CIMA Certificate in Business Accounting

Entry Qualifications

CIMA now operate a flexible entry policy which means there are no minimum entry requirements but students should have a good standard of maths and be competent in the English language before starting the course. All students need to register as members of the Institute at the following address:

Chartered Institute of Management Accountants
(CIMA)
26 Chapter Street
London SW1P 4NP
Tel: +44 (0)20 8849 2287
www.cimaglobal.com

Duration of the course

The Certificate in Business Accounting is run twice in one year. Well-qualified students with relevant qualifications will be offered exemptions by CIMA.

The main intake is in September with the course ending in December. Computer Based Assessments (CBA) can be taken at any time during the year when the student feels ready. There is a second intake in early February with the course finishing in May. This pattern is designed to allow students the opportunity to progress to the next level.

Syllabus

This level is made up of 5 subjects and takes a minimum of three months' concentrated learning

to complete. Students should allow extra time for re-sits. The last two weeks of the course are spent on revision and exam practice. Examination is done by computer based assessment. The college has facilities to practice on computers in order to master the techniques used in this form of assessment. Text books and revision kits are available at discounted prices to support the course.

Fundamentals of Financial Accounting - CO1

A Cost Determination	25%
B Cost Behaviour and Break-even Analysis	10%
C Standard Costing	15%
D Cost and Accounting Systems	30%
E Financial Planning and Control	20%

Fundamentals of Financial Accounting - CO2

A Conceptual and Regulatory Framework	20%
B Accounting Systems	20%
C Control of Accounting Systems	15%
D Preparation of Accounts for Single Entities	45%

Fundamentals of Business Mathematics - CO3

A Basic Mathematics	15%
B Probability	15%
C Summarising and Analysing Data	15%
D Inter-relationships between Variables	15%
E Forecasting	15%
F Financial Mathematics	15%
G Spreadsheets	10%

Fundamentals of Business Economics - CO4

A The Goals and Decisions of Organisations	20%
B The Market System and the Competitive Process	30%
C The Financial System	20%
D The Macroeconomic Context of Business	30%

Fundamentals of Ethics, Corporate Governance
and Business Law - CO5

A Ethics and Business	15%
B Ethical Conflict	10%
C Corporate Governance	10%

D Comparison of English Law with Alternative Legal Systems	10%
E The Law of Contract	20%
F The Law of Employment	10%
G Company Administration and Finance	25%

CIMA Advanced Diploma in Business Accounting (Managerial) Level

Entry Qualifications

Students are required to complete ALL Certificate (Foundation) Level subjects. However, CIMA give exemptions to make sure students are not re-assessed in a subject that they have already studied. Students should look at the syllabus and exam papers to make sure that their knowledge is up to date. It is important students have a good understanding of the subject - this will give a greater chance of success in future CIMA exams.

If CIMA award exemptions from all of the Managerial level subjects and the student decides to claim all of these exemptions, they will not receive the Advanced Diploma. Students must sit at least one CIMA exam from the Managerial level in order to receive the Advanced Diploma.

A list of accredited degree and previous qualifications is found on the database section of the CIMA website.

Duration of the course

The Advanced Diploma in Business Accounting (Managerial Level) lasts for one year (two semesters). The main intake is in August with the course ending in November in preparation for written examinations in the same month. There is a second intake in February with the course finishing in May in preparation for written examinations in the same month. This pattern is designed to allow students the opportunity to progress to the next level.

Syllabus

This level is made up of 3 learning pillars: Management Accounting, Business Management and Financial Management and takes a minimum of one year to complete but students should allow one extra semester for re-sits. Each pillar is made up of 2 subjects making 6 subjects in all. It is normal practice to spend two semesters on a

module in order to be confident in passing the examinations. It is recommended that students do not sit more than three subjects in any one sitting when taking the subject for the first time.

Management Accounting Performance
Evaluation (P1)

Cost Accounting Systems	25%
Standard Costing	25%
Budgeting	30%
Control and Performance Measurement of Responsibility Centres	20%

Management Accounting Decision
Management (P2)

Financial Information for Short-term Decision Making	30%
Financial Information for Long-term Decision Making	25%
The treatment of Uncertainty in Decision Making	15%
Cost Planning and Analysis for Competitive Advantage	30%

Organisation Management and Information
Systems (P4)

Information Systems	20%
Change Management	10%
Operations Management	20%
Marketing	20%
Managing Human Capital	30%

Integrated Management (P5)

The Basis of Strategic Management	30%
Project Management	40%
The Management of Relationships	30%

Financial Accounting and Tax Principles (P7)

Principles of Business Taxation	20%
Principles of Regulation of Financial Reporting	10%
Single Company Financial Accounts	45%
Managing Short-term Finance	25%

Financial Analysis (P8)

Group Financial Statements	35%
The Measurement of Income and Capital	20%
Analysis and Interpretation of Financial Accounts	35%
Developments in External Reporting	10%



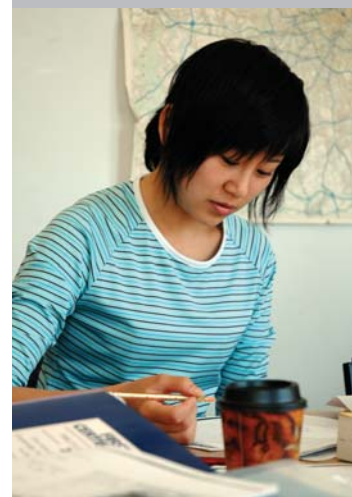
Swiss Re building (the Gherkin)



Lloyd's Building



Bank of England



CIMA Strategic Level

This level is made up of three subjects and focuses on key strategic issues and business practices. Students must pass all three Strategic level subjects before they can sit TOPCIMA.

Entry Qualifications

Completion of ALL Managerial level subjects.

Duration of the course

Strategic Level lasts for three months (one semester). There are two intakes, one in August with the course ending in November in preparation for written examinations in the same month. The second intake is in February with the course finishing in May in preparation for written examinations in the same month.

Syllabus

This level is made up of 3 subjects and takes a minimum of three months concentrated learning to complete. Students must sit all three subjects in one sitting.

Management Accounting Risk and Control Strategy (P3)

A Management Control Systems	15%
B Risk and Internal Control	20%
C Review and Audit of Control Systems	15%
D Management of Financial Risk	30%
E Risk and Control in Information Systems	20%

Management Accounting Business Strategy (P6)

A Assessing the Competitive Environment	20%
B Interacting with the Competitive Environment	20%
C Evaluation of Options, Planning & Appraisal	30%
D Implementation of Strategic Plans	30%

Management Accounting Financial Strategy (P9)

A Formulation of Financial Strategy	20%
B Financial Management	30%
C Business Valuations and Acquisitions	25%
D Investment Decisions and Project Control	25%

For all course
information visit:

www.central-college.co.uk



Secretarial Studies

Advances in technology mean that the skills required for office administration have become more systems-oriented and electronics-based. The demand for efficient secretarial staff, skilled in such areas as database management, communication via the internet and presentation is growing.

Secretaries with relevant qualifications and skills continue to command high salaries. Our courses are designed to enable students to develop secretarial, administrative and IT skills that will enhance career prospects and lead to rapid

progression in secretarial and administrative positions.

The Secretarial Studies course offered at the College of Central London is designed to teach students how to handle the requirements of the most modern commercial offices. Students will be taking examinations with Pitman for the core secretarial subjects, the Institute of Export for Global market place and International Business Principles LCCI for Public Relations and BTEC for Managing a Business Event.

Executive Secretary and Public Relations Course

The combination of the subjects listed below will enable students to qualify for a Diploma in Secretarial Studies and PR.

In the workplace Personal Assistants are increasingly taking greater responsibility. The role of IT in business has enabled the modern secretary to become more efficient and extend their role well beyond its traditional limitations. This is why it is increasingly important for secretaries to acquire the additional skills available in business subjects to qualify them for these enhanced opportunities.

Entry Qualifications

A reasonable standard of English is required. No other formal qualifications are necessary.

Duration of the course

The main intake of students is in September with other intakes in January and April. Courses range from 3, 6 or 9 months.

Syllabus

There are **four** core subjects and **three** additional optional modules.

Core subjects: Typewriting, Office Procedures, Business English, Office Technology & Information Technology.

Optional modules

Public Relations, Managing a Business Event, International Business, Global Market Place, Desktop Publishing including Microsoft PowerPoint.

Core subjects

Typewriting (Keyboard skills)

Typewriting examinations (Pitman) are available at three levels: Elementary, Intermediate and Advanced. Students will be required to demonstrate that they can type and display letters, manuscripts, memoranda, altered typescripts, forms, display material, statistics, invoices, statements and reports.

The course module will develop the student's ability to produce a variety of business documents from dictated material using any form of note taking by hand, typewriter or word processor.

Office Procedures

Students will be instructed in a range of office procedures including: Administration Services, Staff, Health & Safety, Communications/ Telecommunications both Written and Oral, Systems Procedures and Purchasing, Mail Handling, Stationary Stock Control, Petty Cash, Filing and Indexing including Methods of Classification. Students will also become familiar with Printing and other IT applications.

English for Business

This prepares students to write simple business correspondence in English. Skills covered include: Reading, comprehension, memos, internal written telephone messages, writing skills, simple courtesy letters, simple memos, draft fax communications.

Office Technology & Information Technology

This module will be developed through practically-based activities with a clear business context and focus and should encourage the view of information technology as a tool for the achievement of business objectives rather than an end in itself.



Royal Opera House



Word Processing - create documents, edit documents and amend layout, complete standard document, proof reading and correcting, printing.

Spreadsheets - intermediate - construct spreadsheets and design them in such a way to produce accurate answers, manipulate the spreadsheet using features of the package, print and correct spreadsheet in response to specific requests.

Students will need to understand the basis for office based Information Systems.

Option Modules

Public Relations

This subject introduces students to Public Relations as a communications tool and includes its wider roles in Corporate Communications both for commercial and non-commercial organisations. It concentrates on modern press (news media) relations and the techniques, skills and knowledge needed to carry out press relations effectively.

Students will learn about a wide variety of events, techniques and created media that PR uses to communicate to employees, customers, local communities, shareholders, etc. its role in multi-promotional techniques - alongside Advertising, Sales Promotion, Marketing and International Marketing will be featured. PR's use of the internet and websites will be correlated with IT learning.

This unit will touch on the specialist areas of PR, organisational structures, law and ethics to complete the student's understanding of the wide scope and career opportunities of this profession.

**For all course
information visit:**

www.central-college.co.uk



Top L: Horse Guard, Bottom L: Thames at Richmond, Centre: Kew Gardens, Top R: Royal Albert Hall, Bottom R: Houses of Parliament

English Language

Globally there are 400 million first language English speakers and 700 million second or foreign language speakers. Over 80% of the information stored on the world's computers is in English and English is the main language used on the internet.

In the world of commerce familiarity with English is expected. It is the language of commerce and it has been reported that 80% of the English used in the world is between non-native speakers. Facility with English has become a vital communication tool in assisting with travel, getting things done, helping make friends, facilitating business with a foreign country and in helping obtain information.

The College offers a wide range of English Courses for students wishing to improve their

English. There are courses in General English and Business English and Examination courses. All classes take place in a relaxed and friendly atmosphere. Students come from all over the world and classes are of mixed nationalities.

The prime objective of all our courses is to teach students how to communicate effectively in English, whatever their level. All our teachers are fully qualified and experienced, and the English Department has an excellent exam record.

On completion of courses all students are issued with a 'Certificate of Completion' which states the type of course taken, level and date of enrolment. All successful students taking public examinations will receive appropriate certificates.

General English

Courses run throughout the year at all levels, from Beginners to Advanced, and applicants may start on any Monday. Students are tested on arrival and placed in a class at their correct level. Homework is set regularly.

Contents of the course

All lessons contain a balance between the four key areas of speaking, listening, reading and writing. Students follow a main course book, supplemented with extra materials to give further practice in grammar, pronunciation, vocabulary, etc. Progress tests are held regularly to monitor progress and students are encouraged to enter for one or more of the public examinations.

Examination Courses

Our main examination courses prepare students for all levels of the Cambridge examinations including: Preliminary English Test, First Certificate, Advanced Certificate and Cambridge Proficiency.

These examinations are held twice a year in June and December. Students wishing to obtain high grades are advised to complete an initial three-month course before entering the intensive twelve-week exam preparation course.

The initial three months cover the basic exam syllabus. This gives students time to understand the exact requirements for the exam and to check that they know all the grammar, develop their vocabulary, and, most importantly, improve their writing ability. During the intensive twelve weeks leading to the examination, students complete the exam course and practice the exam skills and strategies necessary for the different examinations.



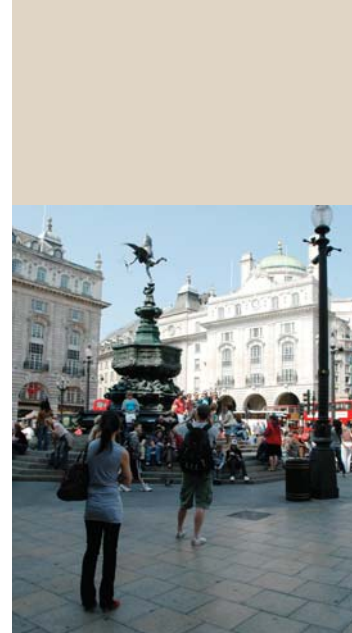
Book Shop, Charing Cross Road



Street Vendor



Street Entertainers, Covent Garden



Piccadilly Circus

English for Business

This course is designed to give students the confidence to use English in a business or work environment. To enter the course, students should have reached an Upper Intermediate/First Certificate level.

The course aims to provide students with the opportunity to practice the Basic English skills and vocabulary essential to business. Using reading, listening and writing tasks, discussions, problem-solving and role play, students cover a wide range of business situations.

Syllabus

The syllabus enables students to acquire skills necessary to complete the following tasks: writing essays on business related subjects, use of vocabulary in commerce, banking, import, export, finance and administration, writing letters and memos to communicate between business organisations, setting out and writing letters and memos based on specific information, writing summaries of articles and reports, producing reports based on raw data, e.g. graphs, charts, tables, etc., comprehension of articles and reports on business subjects and English grammar, spoken work and aural comprehension, both general and specific to a business situation.

Assessment

Students are prepared for the London Chamber of Commerce and Industry (LCCI) Examinations in English for Business. Examinations are held four times per year at the end of each term in November, March, April and June. There are three levels: Level 1, (First Certificate), Level 2 (Advanced) and Level 3 (Proficiency).

London Tests of English (LTE)

The London tests are examinations to assess English language usage; they provide accreditation for adults of all ages of English speakers of other languages (ESOL). They typically consist of listening comprehension, reading comprehension, integrated reading and writing skills.

What is different about London Tests in English?

They do not seek to assess knowledge of specific language points so there are no discrete items. This means students will not be given multiple choice type items testing specific aspects of grammar. Rather, the candidates will be asked to demonstrate how well they can function in English by completing practical and realistic tasks. Task completion and effective communication are given credit.

For all course
information visit:

www.central-college.co.uk

The use of scenario examination papers

All London tests of English revolve around a scenario, which the candidates become involved in. Scenarios are typically subjects which come up in most modern course books. So, for example, in a scenario based on cycling, candidates are required to listen to information about hiring a bike and to a conversation about cycling in the city and then read texts on the same subject and write on the theme from their own perspective. Themes requiring a more sophisticated knowledge of vocabulary are used at higher levels. Example scenarios are:

- Holidays and travelling to specific places
- Leisure time activities and entertainment
- Technology
- Education and work experience in various contexts
- Global issues, e.g. pollution/conservation

The use of familiar task types

The tests do not require students to follow a specific course. This is because the test tasks are similar to the tasks found in up-to-date communicative course books. The aim is not to have teachers teaching to a set syllabus designed for the tests. On the contrary, the London Tests seek to assess what teachers are teaching.

What do the London tests of English (LTE) aim to achieve?

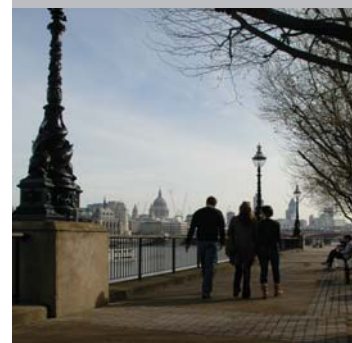
The LTE aim to assess and reward positive and progressive achievement in English language learning. The tests should motivate students and provide feedback to teachers.



Spring, Kensington Gardens



London Eye



South Bank



Accreditation

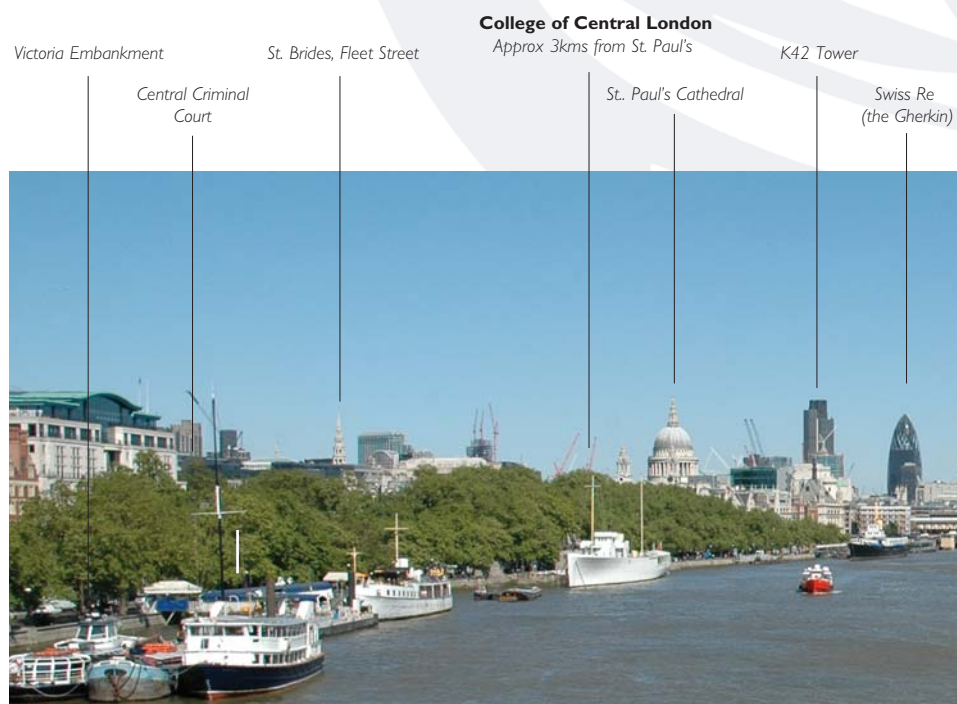
The College of Central London is accredited by the British Accreditation Council for Independent Further and Higher Education (BAC) and is approved by the following bodies:

- Edexcel (incorporating BTEC and the University of London Examinations & Assessment Council (ULEAC))
- EDI (incorporating the London Chamber of Commerce and Industry Examination Board (LCCIEB))
- The CAM Foundation (CAM)
- The Institute of Export (IoE)
- The British Institute of Facilities Management (BIFM)
- The Institute for the Management of Information Systems (IMIS)
- University of Cambridge Local Examinations Syndicate
- The Association of Accounting Technicians (AAT)
- The Chartered Institute of Management Accounting (CIMA)
- City & Guilds Pitman Qualifications
- City & Guilds

Students or education authorities requiring information regarding the status of the College and its courses are invited to refer to the bodies listed to confirm any claims.

For all course
information visit:

www.central-college.co.uk



Victoria Embankment

Central Criminal Court

St. Brides, Fleet Street

College of Central London
Approx 3kms from St. Paul's

St. Paul's Cathedral

K42 Tower

Swiss Re
(the Gherkin)

The City of London from Waterloo Bridge

Qualifications

The major organisation in Britain concerned with vocational education has been the **Business & Technology Education Council (BTEC)** established by the Department of Education (now DIUS) to develop and administer vocational courses. In 1996, University of London Examinations & Assessment Council (ULEAC) and BTEC merged to form Edexcel. However, BTEC remains the title of the qualifications awarded. BTEC courses are highly regarded in the UK and increasingly overseas. The National Diploma in Business (Level 3) and the one in Computing (Level 3) are entry level qualifications to degree courses at University, equivalent to three GCE Advanced Level passes. The Higher National Diplomas (Level 5) and Certificates are regarded as pass degree equivalent.

Professional Diploma courses (Levels 4 & 5) in Marketing & Advertising, International Trade and Maritime Management comprise HND and degree level equivalent study in specialist areas, which can be used for entry with advanced standing to postgraduate diploma courses. It also provides exemption from many professional examinations in similar subject areas.

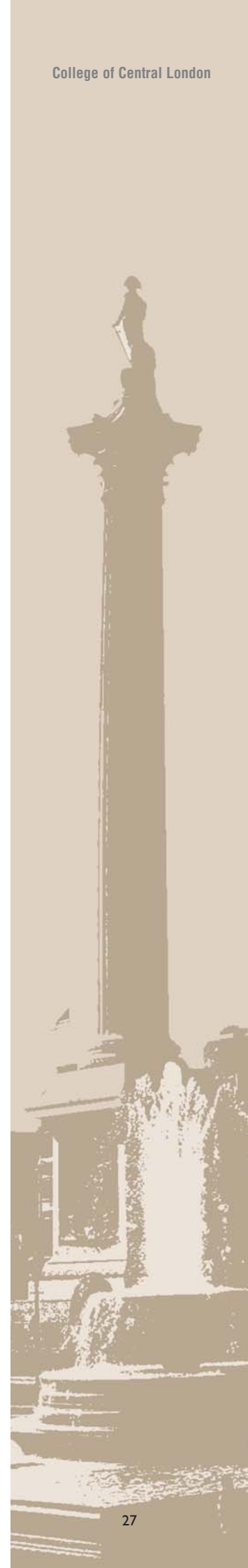
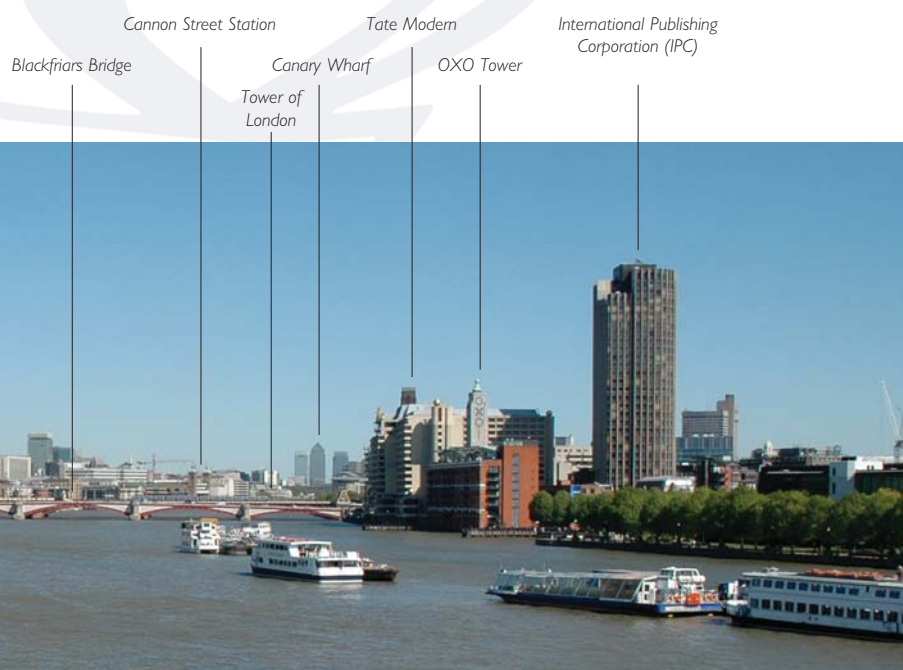
Advanced Professional Diploma courses (Level 7) in Management and Hospitality form the highest level of award achievable at the college. These are postgraduate level qualifications and in some cases can lead to exemptions at Masters.

The college also offers professional courses examined by Institutions in specialised areas such as Accountancy (CIMA), Secretarial (Pitman - City and Guilds), Export (IoE) and Facilities Management (BIFM).

Students on English language courses are given regular testing through the London Tests of English (LTE). The aim is to provide a common base for defining and measuring levels of language proficiency. Other exams available lead to Cambridge First Certificate (CFE) and Cambridge Advanced (CAE).

Duration of the course

Most courses are full-time day courses, with a minimum of 15 hours tuition a week, Monday to Friday and comply with current UK Legislation governing immigration rules for overseas students. However, there are exceptions, with part-time courses in Facilities Management and in some computer and accountancy courses.



COLLEGE OF CENTRAL LONDON



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email: ccl@btinternet.com

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