

Business and Travel

Are you an entrepreneur at heart or would you like a professional qualification to boost your current career?

Our university level courses will provide you with the knowledge and skills you need to get your new business idea or current career up and running.

A range of key concepts and skills are covered including principles of marketing, enterprise and entrepreneurship, financial decision-making and business law.

If your career destination lies in the world of travel, our courses will provide you with a strong base for a management career in what is a fast-paced and dynamic industry.

Previous learners have gone on to “top-up” to an honours degree at University, find employment within a wide range of organisations, or have successfully applied the skills learnt to their own business.

Sheryle Hammond – Higher National Diploma in Business

After working in her family’s catering business, Sheryle decided that she needed more of a challenge. She wanted to study something she found interesting and enrolled on the Higher National Certificate in Business at Leicester College.

She progressed from the Higher National Certificate to the Higher National Diploma

in Business and would like to continue studying business at degree level and ultimately run her own business.

Sheryle said: “Since I started the course, I have made lots of new friends and I look at my current working environment very differently as I have a better understanding of it on many different levels.”

“I have made lots of new friends and I look at my current working environment very differently as I have a better understanding of it on many different levels”

Higher National Certificate in Business

The Higher National Certificate is an 18 month programme which provides learners with a wide range of essential business skills intended to further career opportunities in the sector.

Part-time

Course Code	A0192
Course Starts	September
Course Length	18 months
Location	Freemen's Park Campus

The course consists of core and optional units. The Higher National Certificate is made up of six units in total:

- marketing principles
- management financial resources and decisions
- organisations and behaviour
- business environment
- aspects of contract and negligence for business
- research project.

What do I need to start?

GCSE English grade C or equivalent (without this you will be asked to complete a Literacy test to the equivalent of GCSE).

- BTEC National Diploma/GNVQ Adv/AVCE in a related subject.
- A2 qualification in a related subject

In addition we welcome applications from adult learners who do not match the standard entry requirements but who can demonstrate a willingness and commitment to studying this programme, and who can evidence academic, professional or vocational experience in a related field.

International learners please see page 102.

How long is the course?

18 months, part-time.

How will I be assessed?

Assessment is continuous throughout the course.

What is the fee?

The fee is currently under evaluation and yet to be confirmed. Please call 0116 224 2240 for the latest fee information.

Who is the awarding body?

Edexcel.

What else do I need to know?

Guest lecturers contribute to this course. It is anticipated that independently arranged visits to trade shows or the business sector will inform your course work. You will also be required to attend eight Saturday lectures/workshops per year.

What can I do next?

You may choose to progress to the Higher National Diploma top-up programme with the College which involves a further 18 months of study. Or you may choose to apply to progress onto a University for a top-up honours degree.

Alternatively, the qualification equips you for a variety of interesting and worthwhile careers in Accounting, Financial Services, Personnel, Public Administration, Retailing, Sales and Marketing.

How do I apply?

Please apply to Leicester College. Call 0116 224 2240 for further information.



Higher National Diploma in Business

This is a part-time programme which provides a progression route for those already possessing a Higher National Certificate in Business and want to achieve a level 5 qualification.

Part-time

Course Code	A1498
Course Starts	September
Course Length	18 months
Location	Freemen's Park Campus

Learners will already have successfully achieved a Higher National Certificate in Business in order to apply for this programme. Units additional to the Higher National Certificate are

- business decision making
- business strategy.

There are also optional units to be chosen from a variety of streams including finance, marketing, human resources and management.

What do I need to start?

You must possess a Higher National Certificate in Business in order to gain entry onto this Level 5 qualification.

This is a top-up HND for those already possessing a HNC in Business.

In addition we welcome applications from adult learners who do not match the standard entry requirements but who can demonstrate a willingness and commitment to studying this programme, and who can evidence academic, professional or vocational experience in a related field.

International learners please see page 102.

How long is the course?

18 months, part-time. Attendance will be on Wednesdays.

How will I be assessed?

Assessment is continuous throughout the course.

What is the fee?

The fee is currently under evaluation and yet to be confirmed. Please call 0116 224 2240 for the latest fee information.

Who is the awarding body?

The Higher National Diploma in Business is awarded by Edexcel.

What else do I need to know?

There will be an additional eight Saturdays lectures/workshops per year.

What can I do next?

Learners can apply for progression on to further specialist Higher Education studies at university such as a part-time Degree or Diploma in Management Studies.

The qualification helps to equip you for a variety of interesting and worthwhile careers in Accounting, Financial Services, Personnel, Public, Public Administration, Retailing, Sales and Marketing.

How do I apply?

Please apply to Leicester College.
Call 0116 224 2240 for further information.



Higher National Diploma in Business

This is a two-year full-time university level course and brings together the practical and theoretical elements of management and finance.

Full-time

UCAS Code D26 422N
Course Starts September
Course Length Two years
Location Abbey Park Campus

Year One of the course introduces key business topics through modules such as: business environment, business communications and creativity, understanding business, the enterprise journey, financial decision making, and the principles of marketing.

Within the Business Communications module, you will develop your transferable skills, particularly in the areas of analysis, team working, problem solving, reading, report writing, note-taking, using the library, presentations, time management and project management. IT skills are further developed in the principles of marketing module which is partly delivered through extensive e-learning materials.

Year Two of the course continues to develop your study and professional skills and includes subjects such as: brand management, marketing communications, business law, contemporary management, european business issues, and operations management.

What do I need to start?

GCSE Maths at grade C or equivalent
GCSE English C or equivalent (without this you need to complete a Literacy test) plus 100 UCAS points to include either:

- A2 qualification in a related subject
- Edexcel National Diploma/NVQ Adv/AVCE in a related subject
- a relevant Access to HE course.

We welcome applications from learners with Advanced Apprenticeships and adult learners who do not match the standard entry requirements but who can demonstrate a willingness and commitment to studying this subject and who can evidence academic, professional or vocational experience in a related field.

International learners please see page 102.

How long is the course?

Two years, full-time.

How will I be assessed?

Exams and continuous assessment throughout the course.

What is the fee?

The fee is currently under evaluation and yet to be confirmed. Please call 0116 224 2240 for the latest fee information.

Who is the awarding body?

De Montfort University. Please see Associate Universities page 112.

What else do I need to know?

Visits to the Business and Financial sectors in the UK are regularly organised. The enhancement programme includes a visiting lecture schedule which provides realistic advice on working practice, career paths and progression opportunities.

What can I do next?

On completion of this HND you can "top-up" to the BA (Hons) Business and Management Degree at De Montfort University.

Success will gain you a Higher National Diploma qualification together with a range of skills and knowledge which are highly valued by both employers and universities.

How do I apply?

Please apply to UCAS at www.ucas.com



Level 4 Diploma in Accountancy

This course focuses on teaching you to draft and complete financial statements for a company, a partnership or a sole trader in accordance with international accounting standards.

Part-time

Course Code A8769
Course Starts September
Course Length One year
Location Abbey Park Campus

During the course of your studies you will learn about:

- drafting financial accounts
- budgeting
- preparing financial performance statements
- personal and business tax computations
- internal and external auditing
- credit management and control.

What do I need to start?

Four GCSEs at grade C or above, to include English and maths, or equivalent, plus:

- completion of a level 3 AAT Diploma.

We welcome applications from learners with Advanced Apprenticeships and adult learners who do not match the standard entry requirements but who can demonstrate a willingness and commitment to studying this subject and who can evidence academic, professional or vocational experience in a related field.

International learners please see page 102.

How long is the course?

One year, part-time. You will be in College two days per week.

How will I be assessed?

Throughout the year you will be assessed by computer based exams, projects and continuous assessment.

What is the fee?

The fee is currently under evaluation and yet to be confirmed. Please call 0116 224 2240 for the latest fee information.

Who is the awarding body?

The Level 4 Diploma is awarded by the Association of Accounting Technicians (AAT).

What else do I need to know?

Visits to the Business and Financial sectors in the UK are regularly organised. The enhancement programme includes a visiting lecture schedule which provides realistic advice on working practice, career paths and progression opportunities.

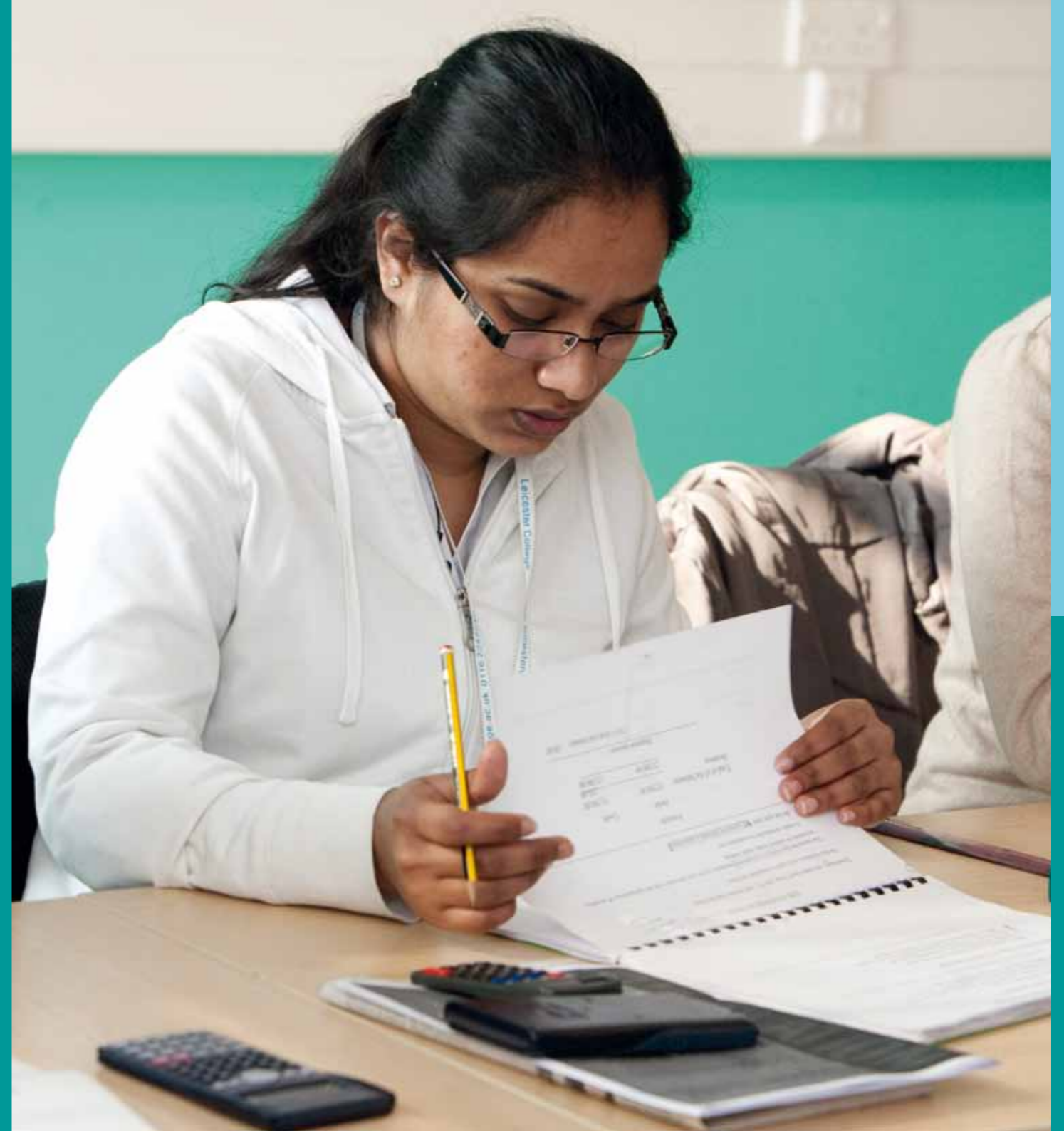
What can I do next?

Upon successful completion of the course you will be able to progress onto the second year of a related degree course, or second year of an ACCA, ACA, CIMA or CIPFA course.

Alternatively successful completion will allow you to be able to secure a job as an assistant financial accountant, a purchase/sales ledger clerk.

How do I apply?

Please apply to Leicester College.
Call 0116 224 2240 for further information.



Higher National Diploma Travel and Tourism

This course will expand your knowledge of tourism from a management perspective. Contemporary issues such as the environment and sustainable tourism as well as business and management practice form core themes.

Full-time

Course Code	A9465
Course Starts	September
Course Length	Two years
Location	Abbey Park Campus

There are eight mandatory core units:

- The travel and tourism sector
- finance and funding in the travel and tourism industry
- the developing manager
- research project
- marketing in travel and tourism
- contemporary issues in travel and tourism
- sustainable tourism
- legislation and ethics in the travel and tourism sector.

There are also eight specialist units which may include tourist destinations, hospitality provision, special interest tourism, travel services, heritage and cultural tourism management, tourism in developing countries, visitor attraction management and human resource management.

What do I need to start?

You will need a GCSE English grade C or equivalent (without this you will be asked to complete a Literacy test) and a minimum of 100 UCAS points. You will also need to attend an interview.

In addition we welcome applications from adult learners who do not match the standard entry requirements but who can demonstrate a willingness and commitment to studying this programme, and who can evidence academic, professional or vocational experience in a related field.

International learners please see page 102.

How long is the course?

Two years, full-time.

How will I be assessed?

Assessment is continuous throughout the course.

What is the fee?

The fee is currently under evaluation and yet to be confirmed. Please call 0116 224 2240 for the latest fee information.

Who is the awarding body?

The Higher National Diploma is awarded by Edexcel.

What else do I need to know?

An overseas residential is organised and numerous external visits to UK sites are scheduled. Attendance at lectures given by guest speakers is also recommended in order to build your awareness of the industry and define potential career paths.

There will be the option to take part in a block work placement, in addition to your studies.

What can I do next?

You could seek to 'top up' your HND to a full honours degree by applying for entry to the final year of a related Degree programme at University.

Alternatively, if you are interested in work, you could look for the following career options: supervisory or managerial position within tour operations, retail travel, public sector tourism, hospitality, tourist attractions or many other sectors of the travel and tourism industry.

How do I apply?

Please apply to Leicester College. Call 0116 224 2240 for further information.

