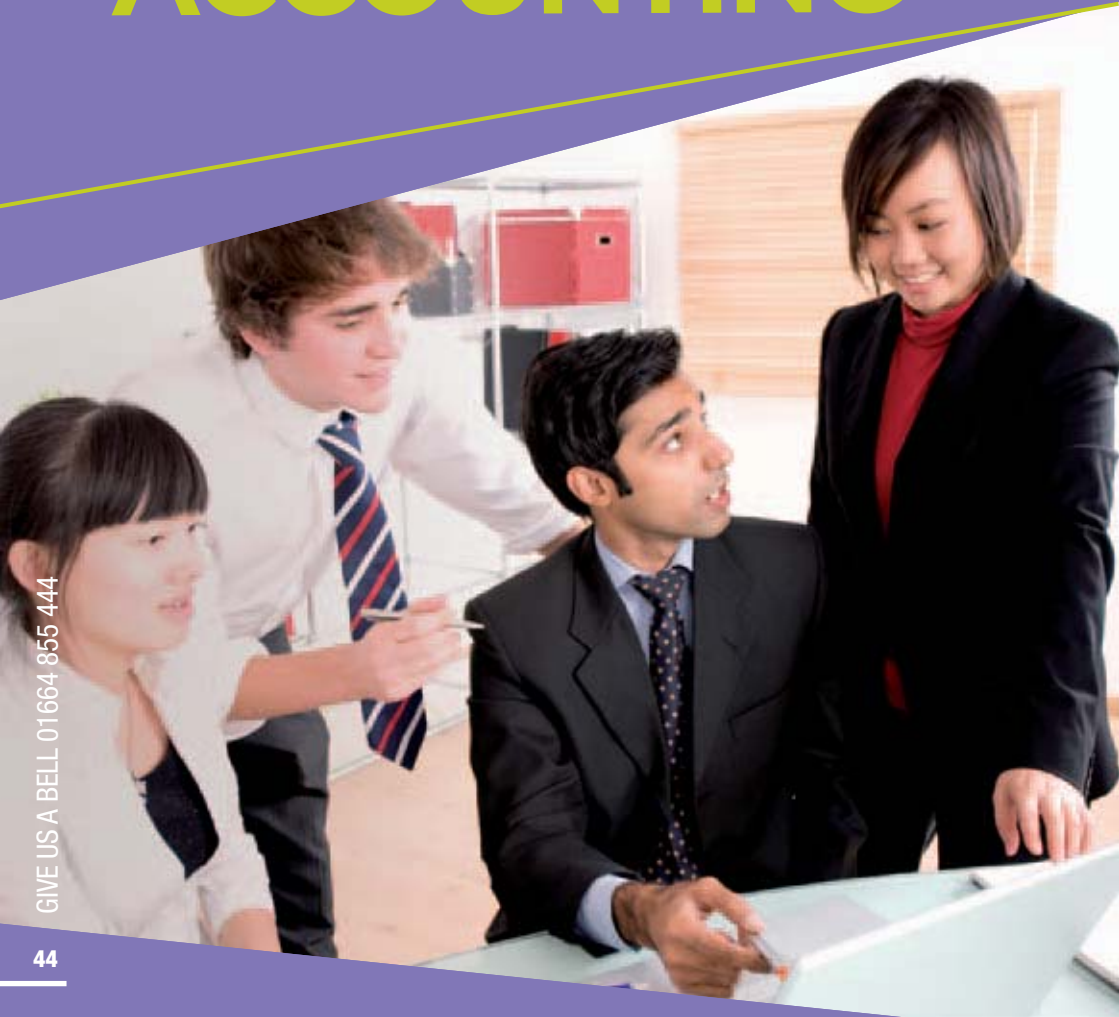


# 03

# BUSINESS & ACCOUNTING



GIVE US A BELL 01664 855 444

## » BUSINESS AT BMC

**BMC Business courses are part of the larger Brooksby Business School, where we offer professional business training and university courses.**

All our courses are designed to help you investigate all aspects of business and get a broad understanding of how business works, including, Sales & Marketing, HR, Law, Accountancy and Events Management to name a few. You will also find out how very large organisations use their resources, including people, and how others work for themselves in their own business which is something many people wish they could do. You will have the chance to visit several local businesses within the area including public and private sector organisations.

You will need to be organised and interested in keeping in touch with day-to-day business news and be able to use a range of resources for your coursework. You will get to put the theory into practice with work experience at Melton Theatre, Brooksby Hall, Brooksby Equestrian Centre and Brooksby Nurseries.

The tutors have years of industry experience across a range of businesses and are able to bring the subject to life.



# » MARKETING & EVENTS MANAGEMENT

Further: **EDEXCEL BTEC LEVEL 3 SUBSIDIARY DIPLOMA IN BUSINESS**

Advanced: **EDEXCEL BTEC LEVEL 3 EXTENDED DIPLOMA IN BUSINESS**

This new course is specifically designed for those of you who would like to go into the fast paced and exhilarating world of marketing and events management.

You will get to put the theory into practice with work experience at our various commercial sites, The Melton Theatre, Brooksby Hall, Brooksby Equestrian Centre and Brooksby Nurseries.

## **COURSE DURATION AND START DATE:**

**Further:** A full-time, 1 year course, running over 3 days a week, starting in September.

**Advanced:** A full-time, 2 year course, running over 3 days a week, starting in September.

## **ENTRY REQUIREMENTS:**

4 GCSEs Grade C or above, including English or equivalent.

## **BUSINESS MODULES:**

- The business environment
- Business resources
- Business communication

## **MARKETING MODULES:**

- Introduction to marketing
- Market research
- E:marketing
- Website design and strategy

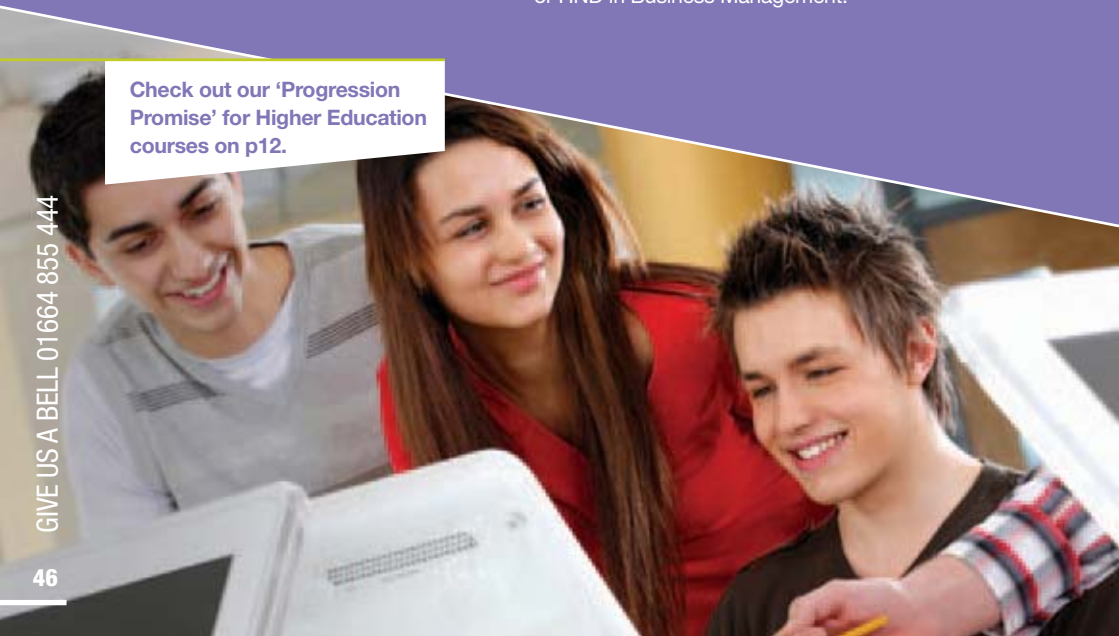
## **EVENTS MODULES:**

- Events, conferences and exhibitions
- Music events
- Sports events
- Business events
- Hospitality and catering

## **CAREER PROGRESSION AND FUTURE OPPORTUNITIES:**

You can progress straight into work or go onto the HND in Events Management or HND in Business Management.

Check out our 'Progression Promise' for Higher Education courses on p12.



# » INTRODUCTION TO ACCOUNTANCY

## AAT LEVEL 2 CERTIFICATE IN ACCOUNTING

**At the first level you'll learn finance and administrator skills, such as double entry book keeping.**

### **COURSE DURATION AND START DATE:**

A full-time 1 year course running over 3 days a week, starting in September.

### **ENTRY REQUIREMENTS:**

4 GCSEs Grade D or Level 1 vocational qualification with GCSE Maths at Grade D/E.

### **MODULES:**

- Basic accounting I
- Basic accounting II
- Work effectively in accounting
- Basic costing
- Computerised accounting

**NEW FOR 2012**

### **CAREER PROGRESSION AND FUTURE OPPORTUNITIES:**

You can move onto Further Accountancy or work towards a broader qualification such as Advanced Events & Marketing Management.

### **COURSE FEES**

**(subject to funding change):**

Tuition: £660 Assessment Fee: £150

## » STUDENT PROFILE

### **Ruth Crawford** **AAT ACCOUNTING**



"I guess I have worked my way through a whole range of courses at BMC, I started with the OCR Level 1 Certificate in Book-Keeping course and progressed by way through the AAT accounting courses. I've really enjoyed it and it's great to be able to gradually work my way up to a professional standard."

"I now work as a Finance Assistant at Melton Mowbray Building Society,

I really enjoy it and am so pleased I went to BMC as these qualifications actually enabled me to get this job."

"I'd strongly encourage anyone to do a course at BMC, the teachers are great and there is a lot of flexibility if you need any extra support or anything with your studies."

**Ruth is currently studying her ACCA - a degree level accountancy course.**

## » FURTHER ACCOUNTANCY

### AAT LEVEL 3 DIPLOMA IN ACCOUNTING

All the tutors on the course are practicing accountants and work in the industry.

The next level covers more complex finance processes, including final accounts for sole traders and partnerships, reports and returns, and professional ethics. The course introduces you to both management and financial accounting in a more detailed manner.

#### COURSE DURATION AND START DATE:

A part-time evening 1 year course, starting in September, January and March. Some weeks you will be required to attend on two consecutive evenings.

#### ENTRY REQUIREMENTS:

Introduction to Accountancy or equivalent.

#### MODULES:

- Accounts preparation I
- Accounts preparation II
- Cash management
- Costs and revenues
- Indirect tax
- Professional ethics in accounting and finance
- Spreadsheets software

#### CAREER PROGRESSION AND FUTURE OPPORTUNITIES:

You can move onto the Advanced Accountancy course or work towards a broader Business qualification.

#### COURSE FEES:

(subject to funding change):

Tuition: £677 Assessment Fee: £231

## » ADVANCED ACCOUNTANCY

### AAT LEVEL 4 DIPLOMA IN ACCOUNTING

The final level deals with finance team leader skills, including financial statements for limited companies, complex management accounting tasks, management skills and specialist learning areas. By the end of this level you will have the knowledge to move further up the career ladder, be self employed or work for an independent accountancy firm.

#### COURSE DURATION AND START DATE:

A part-time 4 term evening course, starting in September, December or March.

#### ENTRY REQUIREMENTS:

Further Accountancy or equivalent course.

#### MODULES:

- Financial statements
- Budgeting
- Financial performance
- Internal control and accounting systems
- Personal tax (optional)
- External auditing (optional)

#### CAREER PROGRESSION AND FUTURE OPPORTUNITIES:

You can move on and start the CIMA or ACCA qualification or find a position of higher responsibility within an organisation, for example an accounts or finance supervisor.

#### COURSE FEES:

(subject to funding change):

Tuition: £677 Assessment Fee: £231