# HOW TO FIND YOUR COURSE

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Fit your studies around your job and personal commitments with one of our flexible course options.

Online study allows you to combine professional advancement with existing work and other commitments. At OHSC we are all focused on helping you gain the knowledge and skills you will need to build a successful career in your chosen field with flexibility and ease. Wide range of our flexible courses have been designed specifically to be studied online for a particular professional route. We help learners to develop the skills they need for future employment—this means our students get the best help we can give them in building a successful career. We also offer a number of continuing professional development (CPD) courses for professionals working in different industries. Most of our courses prepare learners for setting up and running their own businesses as well.
The College aims:

"to provide efficient, cost effective and flexible learning to improve employability and economic prosperity"
STUDY BENEFITS AT OHSC

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- Flexible and self paced online learning
- Learn when and where you like
- One to one Tutor support
- Affordable and interest free fee instalments
- Easy to understand course materials

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Can I pay by instalments?
Yes, you can pay your fee in interest free monthly instalments.

Can I take a break if I need?
Your course will not expire, and it will not become invalid until you have successfully completed it. If you need to take a short break from your study, you can do so by informing your tutor about it.

How do I Enrol?
You can apply online by completing Apply Online form on our website. You can also enrol on most courses online: just click “enrol now” and then proceed to checkout.

Are there any time limits or deadline dates?
There are no fixed dates for completing and submitting the assignments. This is to give you a flexible study experience to suit your life style. However we recommend that a student should submit an assignment after every 3 to 4 weeks to complete the course on time.

Can I study if I live outside the UK?
We have students studying with us from around the world. You can study with us where ever you are in the World.

What support will I receive from OHSC?
When you enrol at OHSC you are assigned a personal expert tutor, to guide and encourage you throughout your studies with the College. He or she will be available throughout your distance learning course to give you help with specific issues, and help you through difficult topics. He or she will also provide you with detailed feedback on your distance learning assignments. Your tutor will keep in touch with you on a regular basis throughout your distance learning course to check on your progress and give you encouragement and advice. You can also speak to your friendly and helpful student adviser who will be ready to answer any queries about the course you might have.

Is there any additional cost?
The price of each course is shown on the course page. There are no hidden costs. The stated price is the cost for the complete course including one year tutor support, course material and awarding body registration costs.

Do I have to attend your college?
No, we offer home study courses. You can study at your own home, in your office, library or where ever you wish, you are not required to attend any campus for your studies.

How long will it take to complete a course?
It entirely depends on you that how much time you give to your studies and how regular you are. All of our courses are designed to be totally flexible and we impose no time limit for their completion. Therefore you can complete your studies at your own convenience.

Will I have to sit an examination?
There is no formal exam to sit at the end. These are assignment based courses. After each course unit you will complete an assignment which you will submit to your tutor for marking. The tutor will mark it and will give you feedback on this. On successful completion of your assignment you will move on to your next unit and this way you will complete your course.

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Our courses are accredited at level 4 from ABC Awards which is one the UK's top Ofqual's registered awarding body.

ABC Awards is a leading national Awarding Organisation, regulated by Ofqual, and the Welsh Government for their qualifications on the national framework i.e. the Qualifications and Curriculum Framework (QCF). It has a long established reputation for developing and awarding high quality vocational qualifications across a wide range of industries. As a registered charity, ABC Awards combines 180 years of examination and assessment expertise but also implements a responsive, flexible and innovative approach to the needs of customers.
DIPLOMA
ACCOUNTING AND FINANCE (LEVEL 4)

Course Introduction:
Accounting and finance skills are in great demand all over the world. The Course has been designed to equip you with all the essential skills in accounting and finance. The course has been specially developed for students with little or no previous knowledge in this field. Hence it will give you a good starting point for your exceptional career in the accounting field.
On this course you will learn the concepts of record keeping, managing effective accounting, accounting standards, cost budgeting and more.

This course covers the following Modules:
1. Introduction to Accounting
2. The Role of an Accountant
3. Accounting Concepts and Standards
4. Journals and Subsidiary Books
5. Profit and Loss Accounts
6. Balance Sheet
7. Cash Flow Statements
8. Budgeting
9. Variance Analysis
10. Ratio Analysis
11. Financial Management
12. Management of Working Capital
13. Investment Methods

COURSE INFORMATION
Length of the Course: 260 Hours (Flexible)
Qualification: Level 4
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £540
Full Fee in advance (£100 Discount): £440

Career opportunities:
You could find work in companies ranging from small local practices to large international accountancy firms. You could also work as an in-house accountant for a company or public sector organisation such as a local council, although in this type of role you would usually be known as a management accountant.

“
I have enjoyed having the freedom to study at my own timescales. I am very pleased with everything; all the instructions and course material were very clear. I didn’t have to wait long at all for feedback from my tutor.
”

Swima Banda

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info@oxfordhomestudy.com
CERTIFICATE
ACCOUNTING AND FINANCE (LEVEL 2)

Course Introduction:
Many of us flinch when we hear terms like depreciation, cash flow, balance sheet, and (worst of all!) budgets. However, these are all important concepts to understand if you’re going to succeed in today’s business world, particularly as a supervisor. Even better, financial terms are not as scary as they seem!

This course covers the following Modules:
1. Introduction to Accounting
2. The Key Reports
3. Tools for Financial Analysis
4. The Basics of Budgeting

What Will Students Learn?
✓ Describe the art of finance and key financial terms
✓ Determine your role in company finances
✓ Find the rules and regulations for your area and industry
✓ Discuss various types of financial reports, including income statements, balance sheets, cash flow statements, and statements of retained earnings
✓ Explain how a chart of accounts is created
✓ Tell the difference between cash and accrual accounting
✓ Explain single-entry and double-entry bookkeeping
✓ Differentiate between debits and credits

CERTIFICATE
ACCOUNTING AND FINANCE (LEVEL 3)

Course Introduction:
Accounting is a vital part of any successful business. It is more than just memorising the terms and procedures. It records all profits, losses, credits and debts. It gives us an essential picture of how the business grows, makes profits, where the profit comes from, what is the cash flow of a business. Without knowing the basic principles of business we cannot actually know how the business is run, nor can we even help a business to grow and make profits. This course will help you to understand the principles of accounting and you will be able to read and understand the three main financial reports of a company: the balance sheet, the income statement, and the cash flow statement. You will also learn the accounting terminology, basic accounting equation, revenue, expenses, net income, debits, credits, and balancing the accounting formula, the accounting structure, the accounting cycle, journals, ledgers, and more. Knowing accounting will help you manage your own finances, improve your company’s performance, and will help you to become a profitable entrepreneur.

This course covers the following Modules:
1. Introduction to Accounting
2. The Role of an Accountant
3. The Balance Sheet
4. The Profit and Loss account
5. The Cash Flow Statement
6. Budgeting

COURSE INFORMATION
Length of the Course: 125 Hours (Flexible)
Qualification: Level 2
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £340
Full Fee in advance (£60 Discount): £280

What Will Students Learn?
✓ Identify and analyze important financial data and make financial decisions
✓ Read annual reports
✓ Determine whether a company is financially high or low risk
✓ Recognize different types of organizational financial plans
✓ Explain what budgets are and how to prepare them
✓ Recognize what computer skills you need to make you a financial whiz
Deal with financial situations that impact the people that work for you

COURSE INFORMATION
Length of the Course: 200 Hours (Flexible)
Qualification: Level 3
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

Career opportunities:
You could find work in companies ranging from small local practices to large international accountancy firms. You could also work as an in-house accountant for a company or public sector organisation such as a local council, although in this type of role you would usually be known as a management accountant.
CERTIFICATE
FORENSIC ACCOUNTING (LEVEL 3)

Course Introduction:
Forensic accountants usually investigate and analyse financial evidence, develop computerised applications to assist in the presentation and analysis of the evidence presented, communicate their findings in the form of various reports and assist in the legal proceedings in court as an expert witness. They interpret, summarise and present complex financial information in a manner which is both easily understandable and properly supported. Due to increased awareness and intolerance about fraudulent activities, the demand for forensic account has increased. Forensic accountants are employed by lawyers, law enforcement agencies, public and private companies, government organisations and financial institutions. On this course you will learn techniques for identifying, detecting and preventing fraud activities. The course is an ideal way to take a start in this highly demanding and lucrative field. No previous knowledge in accounting or forensic accounting is essential to join the course.

This course covers the following Modules:
1. Introduction To Forensic Accounting
2. The Fraudsters
3. Fraud Detecting Techniques
4. Case Investigation Procedures
5. Evidence Gathering Procedures

COURSE INFORMATION
Length of the Course: 200 Hours (Flexible)
Qualification: Level 3
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

Career opportunities:
Forensic Accountants work in most major accounting firms and are needed for investigating mergers and acquisitions, and in tax investigations, economic crime investigations, all kinds of civil litigation support, specialized audits, and even in terrorist investigations. Forensic Accountants work throughout the business world, in public accounting, corporations, and in all branches of government.

DIPLOMA
FORENSIC ACCOUNTING (LEVEL 4)

Course Introduction:
With the increasing level of prosecution for financial fraud, the demand for forensic accountants has been growing rapidly. BOLC Diploma in Forensic Accounting has been designed to provide knowledge, skills and professional insight necessary to handle the challenges of investigating fraud and other aspects of white collar crime and financial disputes. The course concentrates on the core skills required to identify, detect and prevent fraud. No previous knowledge in accounting is required to join this course. It means that the course is not restricted to chartered accountants. The programme is ideal for anyone who wishes to practice in the area of investigative and forensic accounting.

This course covers the following Modules:
1. Introduction To Forensic Accounting
2. Crime and Economy
3. Psychology of The Fraudster
4. Fraud Detection Techniques
5. The Investigative Process
6. Gathering Evidence
7. Obtaining and Evaluating Non Financial Evidence
8. Interviewing Financially Sophisticated Witnesses
9. Fraud Risk Assessment• Fraud Prevention
10. Computer Crimes
11. Working in a Forensic Team

COURSE INFORMATION
Length of the Course: 260 Hours (Flexible)
Qualification: Level 4
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £540
Full Fee in advance (£100 Discount): £440

Career opportunities:
Forensic Accountants work in most major accounting firms and are needed for investigating mergers and acquisitions, and in tax investigations, economic crime investigations, all kinds of civil litigation support, specialized audits, and even in terrorist investigations. Forensic Accountants work throughout the business world, in public accounting, corporations, and in all branches of government.
CERTIFICATE

ISLAMIC BANKING AND FINANCE (LEVEL 3)

Course Introduction:
Islamic banking being the preferred way of banking for one fifth of the world’s population, has emerged as another viable way of banking services. Rise in demand for Islamic banking services, has resulted in international expansion for the sector. The course discusses in detail the concepts of Islamic finance and the prohibitions, the main characteristics of various types of Islamic banking, the differences between Islamic and traditional banks, how Islamic banks compete with conventional interest based banks, Islamic law of contracts, Islamic Business ethics and the nature and principles of Islamic insurance.

This course covers the following Modules:

1. Introduction to Islamic Banking
2. The Basis of Islamic Banking and Finance
3. Islamic Banking and Conventional Banking- The Difference
4. Islamic Law of Contracts
5. Islamic Financial Products
6. Takaful
7. Islamic Business Ethics

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Career opportunities:
Typical employers in this field include leading investment banks, as well as other organisations that carry out Islamic banking services. You can pursue a career as a Business and Product Development Manager, Islamic Banking Advisor, Islamic Banking Finance Manager or Banking Relationship Manager.

DIPLOMA

ISLAMIC BANKING AND FINANCE (LEVEL 4)

Course Introduction:
Islamic banking is one of the fastest growing sectors in financial market. Many countries around the world have seen a great demand for Islamic banking services, which has created great job potentials in the field. BOLC Diploma in Islamic Banking & Finance has been designed to explore structure of the Islamic banking and finance, industry, its theoretical foundations, products, performances, Islamic financial instruments and risk assessment issues. The course gives you a good starting point for your exceptional career in the field.

This course covers the following Modules:

1. Introduction to Islamic Banking & Finance
2. History of Islamic Banking and Finance
3. The Philosophy of Islamic Finance
4. The Islamic Banking Model
5. The Islamic Economic System
7. Islamic Finance - Products and Procedures
8. Murabaha And Musawamah
9. Salam And Istisna ‘a
10. Ijarah - Leasing
11. Takaful
12. Loan & Debt in Islamic Banking
13. Islamic Business Ethics
14. Globalisation of Islamic Banking

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Career opportunities:
Typical employers in this field include leading investment banks, as well as other organisations that carry out Islamic banking services. You can pursue a career as a Business and Product Development Manager, Islamic Banking Advisor, Islamic Banking Finance Manager or Banking Relationship Manager.

www.oxfordhomestudy.com
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CERTIFICATE
BUSINESS MANAGEMENT (LEVEL 1)

Course Introduction:
To master the basics of business management is to become an incredibly valuable professional asset. Whether looking to begin your own business from scratch, pursue promotion in your current line of work or perhaps explore an entirely new career path, the right qualification really can make all the difference. Though practical experience counts for a great deal, elite management skills are built upon a foundation of strong theoretical knowledge and understanding.
The better you understand the mechanics of management in a business setting, the higher the likelihood of stepping into a management position.

This course covers the following Modules:
1. Introduction to Business Management
2. Managing Business Operations
3. Performance Management

COURSE INFORMATION
Length of the Course: 80 Hours (Flexible)
Qualification Level 1
Awarding Body: ABC Awards
Study Method: Online Learning
Fee in instalments (interest free): £140
Full Fee in advance (£41 Discount): £99

What Will Students Learn?
✓ How to apply the best methods for creating, leading, and managing their own business
✓ Ways to establish an organizational framework through operations, finance, and leadership
✓ Techniques for setting up an effective and efficient system for hiring, retaining, and succession planning
✓ How to start researching and designing a strategic plan
✓ How to describe the essential elements of marketing, sales, and their company brand
✓ How to apply financial and accounting terms correctly

I have recently completed Level 1 Business Management Course through OHSC. The course was very informative. The exercises were good and I received timely and constructive feedback from my tutor.

Richard Ayoade
CERTIFICATE
WRITING A BUSINESS PLAN (LEVEL 2)

Course Introduction:
This course is designed for business owners and entrepreneurs who are ready to create a business plan. All the essential steps are covered, including drafting the original document; identifying the audience; gathering information; researching; describing product plans; and marketing, sales, and accounting terms. Students will come away from the course energized and prepared to write their business plan.

This course covers the following Modules:
1. What is a Business Plan For
2. Defining Your Company
3. Creating a Marketing Strategy
4. Creating the Sales Plan
5. Developing Financial Projections.

COURSE INFORMATION

| Length of the Course: | 125 Hours (Flexible) |
| Qualification | Level 2 |
| Awarding Body: | ABC Awards |
| Study Method | Distance Learning |

Fee in instalments (interest free): £340
Full Fee in advance (£60 Discount): £280

What Will Students Learn?
- Research and analyze the individual components needed for a business plan
- Apply skills to create a business plan for different audiences, including investors, banks, and other stakeholders
- Explain the purpose and future of your business in easy to understand terms
- Use accounting terms to describe the future for their business
- Describe their marketing, sales, and planning strategies

CERTIFICATE
RISK MANAGEMENT (LEVEL 1)

Course Introduction:
Risk represents an inevitable and potentially beneficial element in the running of any business or organization. It is the way risks are approached and handled that will determine whether the outcome is positive or negative. Every time a business begins a new project, tries something new, launches a new product or makes any kind of changes to the way it operates, it is taking a variety of risks. In fact, many business leaders insist that the word ‘risk’ should more often than not be replaced with ‘opportunity’ as the two are so intrinsically interlinked.

This course covers the following Modules:
1. Basics of Risk Management
2. Types of Risk Management
3. Introduction to Enterprise Risk Management

COURSE INFORMATION

| Length of the Course: | 80 Hours (Flexible) |
| Qualification | Level 1 |
| Awarding Body: | ABC Awards |
| Study Method | Online Learning |

Fee in instalments (interest free): £140
Full Fee in advance (£41 Discount): £99

What Will Students Learn?
- Define risk and risk management
- Describe the COSO ERM cube and ISO 31000
- Establish a risk management context
- Describe the 7 R’s and 4 T’s that form the framework of risk management activities
- Design and complete a basic risk assessment
- Determine the appropriate response to risks and create a plan for those responses
- Describe the key components of reporting, monitoring, and evaluation of a risk management programme.

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info@oxfordhomestudy.com
I have recently completed Level 1 Business Management Course through OHSC. The course was very informative. The exercises were good and I received timely and constructive feedback from my tutor.

Richard Ayoade
CERTIFICATE
RISK MANAGEMENT (LEVEL 3)

Course Introduction:
The course had been designed to provide you with the tools and concepts required to plan risk management for a business and to successfully handle and respond to any disruptions in business operations. You will explore the important issues related to business continuity, security, information and material management as well as risk management from planning, operations and response prospective. We will also discuss step by step procedures involved in risk management. To be able to manage risks successfully it is necessary to be aware of risks and their different types. Hence we start the course from the very basics explaining what is risk and what are the different types of risk that a business may encounter during its operations. Moving on you learn the strategies that can be applied to handle different types of risk, you also learn how to manage risk in all its dynamic complexity and finally how to prepare and implement a risk management plan for your business.

This course covers the following Modules:
1. Introduction to Risk Management
2. Types of Risks
3. Risk Management Process
5. Technology Risk Management
6. Operational Risk Management

DIPLOMA
RISK MANAGEMENT (LEVEL 4)

Course Introduction:
As we currently live in less stable economic and political world; the awareness of risk is crucial for the smooth running of businesses. The course has been designed to provide learners with a solid understanding of business risk and explains the strategies for managing risk efficiently. The course focuses primarily on operational, project and reputation risk management.

This course covers the following Modules:
1. Overview of Risk Management
2. Types of Risk
3. What is Enterprise Risk Management
4. Risk Analysis
5. Risk Identification
7. Financial Risk Management
8. Operational Risk Management
9. Legal & Political Risk Management
10. Market & Social Risk Management
11. Environmental Risk Management
12. Developing a Business Risk Management Programme

COURSE INFORMATION

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Career opportunities:
Changes in the economic climate have opened up great opportunities in risk management. People who are keen to transfer their specialist quantitative modelling techniques can find themselves in front-office roles such as trading, bonds and stocks, with others employed in different areas of finance including market risk management and fund management, and by regulators such as the Financial Services Authority (FSA).

COURSE INFORMATION

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Career opportunities:
Changes in the economic climate have opened up great opportunities in risk management. People who are keen to transfer their specialist quantitative modelling techniques can find themselves in front-office roles such as trading, bonds and stocks, with others employed in different areas of finance including market risk management and fund management, and by regulators such as the Financial Services Authority (FSA).
CERTIFICATE
COMMUNICATIONS IN AN ORGANISATION (LEVEL 2)

Course Introduction:
Have you ever wondered why it seems so difficult to talk with some people and so easy to talk with others? Can you recall an occasion where you met someone for the first time and immediately liked that person? Something about the individual made you feel comfortable. A major goal of this course is to help you understand the impact your communication skills have on other people. You will also explore how improving these skills can make it easier for you to get along in the workplace, and in life.

This course covers the following Modules:
1. Communication Basics
2. Listening Skills
3. Body Language

CERTIFICATE
BUDGET PLANNING (LEVEL 3)

Course Introduction:
For managers in today’s business world, it’s essential to have a working knowledge of finance. We all play a role in our organization’s financial health, whether we realize it or not. If you don’t have training or a background in finance, you may be at a disadvantage as you sit around the management table. Understanding the cycle of finance will help you figure out where you fit into your company’s financial structure, and how to keep your department out of the red. This course will help you prepare budgets and make decisions with confidence.

This course covers the following Modules:
1. The Fundamentals of Finance
2. Budget Planning Basics
3. The Budgeting Process
4. Monitoring and Managing Budgets
5. Comparing Investment Opportunities

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CERTIFICATE
BUSINESS COMMUNICATIONS (LEVEL 3)

Course Introduction:
We all know what good writing is. It’s the novel we can’t put down, the poem we never forgot, and the speech that changes the way we look at the world. Good writing is the memo that gets action and the letter that says what a phone call can’t. In business communication, the language is concrete, the point of view is clear, and the points are well expressed. Good writing is hard work, and even the best writers get discouraged. However, with practice you can feel more confident about your own communication.

This course covers the following Modules:
1. Fundamentals of Business Communication
2. Writing Business Letters
3. Writing Effective E-mails
4. Writing Memos.

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

COURSE INFORMATION
Level of the Course: 200 Hours (Flexible)
Qualification: Level 3
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

CERTIFICATE
BUSINESS PROCESS MANAGEMENT (LEVEL 3)

Course Introduction:
Business process management helps organizations leverage processes to achieve their goals and be successful. Once processes are implemented, they must be monitored, evaluated, and optimized to make sure they are still meeting the goals that they were designed to accomplish. A business that can successfully manage its processes is able to maintain a competitive edge, while increasing productivity and efficiency and decreasing costs.

This course will introduce you to business process management. You’ll learn how business processes can help you improve your company’s bottom line by providing a higher level of quality and consistency for your customers.

This course covers the following Modules:
1. The Fundamentals of Business Process Management
2. The Vision Phase
3. The Design Phase
4. The Modelling Phase
5. The Execution Phase
6. The Monitoring Phase
7. The Optimizing Phase.

What Will Students Learn?
✓ Define business process management and related concepts
✓ Recognize the vital role processes play in a business
✓ Appreciate the role of technology in process management
✓ Develop a vision to guide process improvement
✓ Understand how to design or enhance an existing process using the business process life cycle
✓ Construct a process map
✓ Perform a what-if analysis to improve your processes
✓ Implement and monitor process changes

COURSE INFORMATION
Length of the Course: 200 Hours (Flexible)
Qualification: Level 3
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

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CERTIFICATE

STARTING ONLINE BUSINESS (LEVEL 1)

Course Introduction:
The Internet has revolutionised the way the world does business like nothing else in recorded history. It is now perfectly possible for anyone with vision, commitment and ambitiousness to bring their business dreams to life online. Starting an online business from scratch has never been quicker, simpler or more affordable. Nevertheless, it is important to understand the mechanics and core elements of the successful web business, before going ahead and putting a plan into action.

This course covers the following Modules:
1. The Benefits of Online Business
2. Creating a Business Plan
3. Building your Online Business

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</table>

What Will Students Learn?

- How to apply the best methods for creating, leading, and managing their own business
- Ways to establish an organizational framework through operations, finance, and leadership
- Techniques for setting up an effective and efficient system for hiring, retaining, and succession planning
- How to start researching and designing a strategic plan
- How to describe the essential elements of marketing, sales, and their company brand
- How to apply financial and accounting terms correctly

I have recently completed Level 1 Business Management Course through OHSC. The course was very informative. The exercises were good and I received timely and constructive feedback from my tutor.

Richard Ayoade
CERTIFICATE
STARTING AN ONLINE BUSINESS (LEVEL 3)

Course Introduction:
The Internet has changed the way that we work, live, shop, and play. You can take advantage of this new way of doing business whether you want to set up a part-time venture or create the next million-dollar enterprise. This course will give you everything that you need to build a successful online business.

This course covers the following Modules:
1. Creating a Business Plan
2. Creating a Marketing Plan
3. Building Your Online Business
4. Internet Marketing Basics.

CERTIFICATE
WRITING REPORTS AND PROPOSALS (LEVEL 3)

Course Introduction:
It is essential to understand how to write reports and proposals that get read. We write reports in a range of formats and a variety of purposes. Whether you need to report on a product analysis, inventory, feasibility studies, or something else, report writing is a skill you will use again and again. Having a method to prepare these documents will help you be as efficient as possible with the task. This course will build on a solid base of writing skills to present information in formal, informal, and proposal styles.

This course covers the following Modules:
1. The Basics of Business writing
2. The Stages of Report Writing
3. Using Headings, Charts and Graphs
4. The Proposal
5. Persuasion

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Owning a business requires a vision balanced with attention to detail. You need to be a generalist who understands the multiple aspects of running a business, as well as the ability to step back and see the big picture and to reach into the future. The business environment is a complex place to be. Whether you wish to work as a consultant or freelancer, establish a corporation, or set up an operation that meets a need for very particular type of customer, there is a tremendous amount of information that you need to know and to apply. This course provides essential learning for new business owners, whether the business is just in the idea stage or you have already begun and need to fill in the gaps.

This course covers the following Modules:

1. Fundamentals of Business Management
2. Operations Management
3. Getting Your Product Together
4. Marketing Your Product
5. Strategic Planning
6. Building A Strong Customer Care Team.

What Will Students Learn?

- How to apply the best methods for creating, leading, and managing their own business
- Ways to establish an organizational framework through operations, finance, and leadership
- Techniques for setting up an effective and efficient system for hiring, retaining, and succession planning
- How to start researching and designing a strategic plan
- How to describe the essential elements of marketing, sales, and their company brand
- How to apply financial and accounting terms correctly

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Richard Ayoade
CERTIFICATE
BUSINESS ADMINISTRATION (LEVEL 3)

Course Introduction:
There are vast number of careers opportunities available in the field of business and administration. Industries from construction to waste disposal and from financial services to public services have management positions available at different levels. Business management requires variety of skills and knowledge together with good judgement and leadership qualities. The managers are required to be aware of several important aspects of business whether they are running their own business at small scale or hold a management position in a national corporation. Level 3 certificate in Business Administration, covers various disciplines you may encounter while managing a business. the course will help you to develop understanding of essential business skills such as decision-making, resource management and project management and will enable you to contribute your newly attained skills to the wider strategy of your organisation or department.

This course covers the following Modules:
1. Introduction to Business Administration
2. Basics of Administrative Management
3. Human Resource Management
4. Marketing and Customer Services
5. Staff Performance Management
6. Resources Management
7. Business Risk Management

DIPLOMA
BUSINESS ADMINISTRATION (LEVEL 4)

Course Introduction:
Diploma in Business and Administration is for anyone who wishes to do office work in the public, private or voluntary sectors. The programme provides a thorough grounding in functional issues involved in management, documentation production and administration services.

This course covers the following Modules:
1. The Business Environment (Types of business and their ownership, economic environment, political, legal and social factors)
2. Fundamentals of Administrative Management
3. HR Management
4. Performance Management
5. Managing Finance
6. Managing Resources
7. Effective Marketing
8. Business Communication and Report Writing
9. Time, Stress and Crisis Management
10. Assess, Manage and Monitor Risks
11. Build and Maintain Effective Customer Relations
12. Team Management
13. Starting a Business
CERTIFICATE
MANAGEMENT (LEVEL 1)

Course Introduction:
The step between team member and manager is both the biggest and most important any professional is ever likely to make. The fundamental responsibilities of your role are immediately and comprehensively transformed – your working life and career will never be the same again. To become a manager in any capacity is to immediately benefit from a quite extraordinary array of potential career paths to explore. The skills, talents and character traits of the elite manager are universal and can be applied in limitless professional settings. It is difficult to climb the ladder as a manager without plenty of experience – getting a foothold in the first place demands a strong educational background.

This course covers the following Modules:
1. Understanding Management and Leadership
2. Managing Resources
3. Managing Time, Stress and Crises

Course Information

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What Will Students Learn?

- Describe what is meant by a project
- Explain what project management means
- Identify benefits of projects
- Identify the phases of a project’s life cycle
- Prioritize projects
- Begin conceptualizing your project, including goals and vision statements
- Use project planning tools
- Contribute to creating a Statement of Work

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I have recently completed Level 1 Business Management Course through OHSC. The course was very informative. The exercises were good and I received timely and constructive feedback from my tutor.

Richard Ayoade

Maintain healthy employee relations.

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CERTIFICATE

STRESS MANAGEMENT (LEVEL 2)

Course Introduction:
Today’s workforce is experiencing job burnout and stress in epidemic proportions. Workers at all levels feel stressed out, insecure, and misunderstood. Many people feel the demands of the workplace, combined with the demands of home, have become too much to handle. This course explores the causes of such stress, and suggests general and specific stress management strategies that people can use every day.

This course covers the following Modules:
1. Understanding Stress
2. Strategies to Manage Stress
3. Time Management

COURSE INFORMATION

Length of the Course: 125 Hours (Flexible)
Qualification Level 2
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £340
Full Fee in advance (£60 Discount): £280

What Will Students Learn?
- Understand that stress is an unavoidable part of everybody’s life
- Recognize the symptoms that tell you when you have chronic stress overload
- Change the situations and actions that can be changed
- Deal better with situations and actions that can’t be changed
- Create an action plan for work, home, and play to help reduce and manage stress

CERTIFICATE

TIME MANAGEMENT (LEVEL 2)

Course Introduction:
Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganization. Many people find that they flit from one task to another, trying to get everything done. On this course you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively, and delegating some of your work to other people.

This course covers the following Modules:
1. Prioritising your Time
2. Setting Goals
3. Planning Wisely.

COURSE INFORMATION

Length of the Course: 125 Hours (Flexible)
Qualification Level 2
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £340
Full Fee in advance (£60 Discount): £280

What Will Students Learn?
- Better organize yourself and your workspace for peak efficiency.
- Understand the importance of, and the most useful techniques for, setting and achieving goals.
- Identify the right things to be doing and develop plans for doing them.
- Learn what to delegate and how to delegate well.
- Take control of things that can derail your workplace productivity.
CERTIFICATE  
PROJECT MANAGEMENT (LEVEL 1)

Course Introduction:
Businesses at all levels routinely begin projects for a wide variety of purposes. From cutting costs to maximising output to personnel reshuffles and more, any temporary effort geared toward long-term benefit for the business is considered a project. As projects are often complex in nature and of importance to the business, project management teams are usually called in to oversee the process. From initial vision to development of strategies to ongoing analysis and optimisation, the project manager plays a pivotal role in determining the outcome.

This course covers the following Modules:
- Defining Projects and Project Management
- Pitching a Project
- Preparing your Project

COURSE INFORMATION
- Length of the Course: 80 Hours (Flexible)
- Qualification: Level 1
- Awarding Body: ABC Awards
- Study Method: Distance Learning
- Fee in instalments (interest free): £140
- Full Fee in advance (£41 Discount): £99

What Will Students Learn?
- Describe what is meant by a project
- Explain what project management means
- Identify benefits of projects
- Identify the phases of a project’s life cycle
- Prioritize projects
- Begin conceptualizing your project, including goals and vision statements
- Use project planning tools
- Contribute to creating a Statement of Work

CERTIFICATE  
PROJECT MANAGEMENT (LEVEL 2)

Course Introduction:
Project management isn’t just for construction engineers and military logistics experts anymore. Today, in addition to the regular duties of your job, you are often expected to take on extra assignments, and to get that additional job done well, done under budget, and done on time. This course is not intended to take participants from a supervisory or administrative position to that of a project manager. However, these topics will familiarize them with the most common terms and practices in terms of working on projects.

This course covers the following Modules:
- Introduction to Project Management
- Project Life Cycle
- Project Planning Tools
- Working on A Project
- Project Risk Management

COURSE INFORMATION
- Length of the Course: 125 Hours (Flexible)
- Qualification: Level 2
- Awarding Body: ABC Awards
- Study Method: Distance Learning
- Fee in instalments (interest free): £340
- Full Fee in advance (£60 Discount): £280

What Will Students Learn?
- Describe what is meant by a project
- Explain what project management means
- Identify benefits of projects
- Identify the phases of a project’s life cycle
- Prioritize projects
- Begin conceptualizing your project, including goals and vision statements
- Use project planning tools
- Contribute to creating a Statement of Work
- Maintain healthy employee relations.

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CERTIFICATE

HUMAN RESOURCE MANAGEMENT (LEVEL 1)

Course Introduction:
Human resource managers supervise and take control of the most valuable and important of all business assets – the human workforce. Every employee at every level represents a priceless human resource, without which the business as a whole would not be able to function with full efficiency. It is the responsibility of the human resource manager to find, select, train and deploy the very best candidates available for each and every position within the business.

In addition, human resource managers also play a critically important role in nurturing the development and advancement of existing members of the workforce. It is a challenging role of high responsibility, but has the potential to be incredibly rewarding and fulfilling.

This course covers the following Modules:
1. The Basics of HR Management
2. Training and Development
3. Managing Performance

CERTIFICATE

HUMAN RESOURCE MANAGEMENT (LEVEL 2)

Course Introduction:
In today’s fast-moving world, many managers and supervisors are expected to deal with some human resource issues. They may be asked to take part in developing job descriptions, take part in interviews, or take responsibility for discipline. This course will introduce those managers to human resource concepts. We will introduce you through the hiring process, from performing a skills inventory to conducting the interview; discuss orientation; and cover some issues that arise after the hiring (such as diversity issues, compensation, and discipline).

This course covers the following Modules:
1. The Basics of HR Management
2. Staffing the Organisation
3. Interviewing Techniques
4. Training and Development
5. Performance Management
6. Managing Attendance and Rewards
7. Managing Disciplinary Issues

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CERTIFICATE
CONFLICT RESOLUTION (LEVEL 2)

Course Introduction:
Success in dealing with conflict comes from understanding how we behave, as well as how we can influence others. If we approach difficulties as needing to take place in one or a series of conversations, and we approach those conversations with a plan, we will find that we have less difficult people to deal with. More often than not, we will also have more meaningful and significant conversations. On this course you will learn how to turn difficult situations into opportunities for growth.

This course covers the following Modules:
1. What Is Conflict
2. Preventing Problems
3. Managing Anger

CERTIFICATE
DISABILITY AWARENESS (LEVEL 2)

Course Introduction:
People with disabilities represent a significant and largely underutilized resource for businesses. Many disabled persons are underemployed or unemployed. As a result of advocates for diversity, as well as a shrinking labour pool, employers are taking a serious look at hiring and retaining people with disabilities. This course will give supervisors, managers, and human resource consultants tools and tips for creating a diverse workplace.

This course covers the following Modules:
1. What are Disabilities
2. Accessibility
3. Encouraging Diversity by Hiring

COURSE INFORMATION

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What Will Students Learn?
✓ Recognize how your own attitudes and actions impact others.
✓ Find new and effective techniques for dealing with difficult people.
✓ Learn some techniques for managing and dealing with anger.
✓ Develop coping strategies for dealing with difficult people and difficult situations.
CERTIFICATE
MANAGING VIRTUAL WORKPLACE (LEVEL 2)

Course Introduction:
Virtual workers and virtual teams are an essential part of today’s workforce. More than ever, people are using technology to work anywhere, anytime.

There are big benefits to today’s virtual workplace, but there can be big challenges, too. This course will teach managers and supervisors how to prepare employees for the virtual workplace, create telework programmes, build virtual teams, leverage technology, and overcome cultural barriers.

This course covers the following Modules:
1. The Virtual Workplace
2. Choosing the Virtual Team
3. Leading Virtual Team.

What Will Students Learn?
- Create a virtual workplace strategy
- Develop, implement, and maintain telecommuting programs
- Build a virtual team and lead them to success
- Plan and lead virtual meetings
- Use technology to support your virtual workplace
- Overcome cultural barriers when leading virtual teams
- Develop your virtual leadership skills

COURSE INFORMATION
Length of the Course: 125 Hours (Flexible)
Qualification Level 2
Awarding Body: ABC Awards
Study Method Distance Learning
Fee in instalments (interest free): £340
Full Fee in advance (£60 Discount): £280

CERTIFICATE
ANGER MANAGEMENT (LEVEL 2)

Course Introduction:
Anger is a universal experience. Dogs get angry, bees get angry, and so do humans. You don’t have to be a psychologist to know that managing anger productively is something few individuals, organizations, and societies do well.

Yet research tells us that those who do manage their anger at work are much more successful than those who don’t. The co-worker who can productively confront his teammate about his negative attitude increases his team’s chance of success as well as minimizes destructive conflicts. The customer service agent who can defuse the angry customer not only keeps her customers loyal but makes her own day less troublesome. This course is designed to help give you and your organization that edge.

This course covers the following Modules:
1. What is Anger
2. The Anger Process
3. How Does Anger Affect Our Thinking
4. Managing Anger

What Will Students Learn?
- Recognize how anger affects your body, your mind, and your behavior.
- Use the five-step method to break old patterns and replace them with a model for assertive anger.
- Use an anger log to identify your hot buttons and triggers.
- Control your own emotions when faced with other peoples’ anger.
- Identify ways to help other people safely manage some of their repressed or expressed anger.
- Communicate with others in a constructive, assertive manner.

COURSE INFORMATION
Length of the Course: 125 Hours (Flexible)
Qualification Level 2
Awarding Body: ABC Awards
Study Method Distance Learning
Fee in instalments (interest free): £340
Full Fee in advance (£60 Discount): £280
CERTIFICATE
MANAGING EMPLOYEE PERFORMANCE (LEVEL 3)

Course Introduction:
Inspiring someone to be their best is no easy task. Just how do you manage for optimum performance? How do you create a motivating environment that encourages people to go beyond their best? Supervisors must also learn how to give feedback, both positive and negative, on a regular and timely basis so that employees can grow and develop. Performance appraisals involve all these activities.

This course covers the following Modules:
1. Performance Appraisals
2. Performance Management process
3. Planning the Interview

COURSE INFORMATION
Length of the Course: 200 Hours (Flexible)
Qualification: Level 3
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

What Will Students Learn?
- The importance of having a performance review process for employees.
- How to work with employees to set performance standards and goals.
- Skills in observing, giving feedback, listening, and asking questions.
- An effective interview process and have the opportunity to practice the process in a supportive atmosphere.
- How to make the performance review legally defensible.

CERTIFICATE
CRISIS MANAGEMENT (LEVEL 3)

Course Introduction:
Viable organizations need to be ready for emergencies because they are a fact of doing business. The worst plan is not to have any kind of plan at all, and the best plans are tested and adjusted so that they work over time. Fortunately, you do not need separate plans for fire, weather disasters, and all the different kinds of crises that can occur. One solid plan will help you to prevent, respond, and recover from all crises. This course will help you ensure your organization is ready to manage any kind of crisis.

This course covers the following Modules:
1. What Is Crisis Management
2. Conducting the Crisis Audit
3. Developing a Response Process
4. Establishing an Emergency Operations Centre

COURSE INFORMATION
Length of the Course: 200 Hours (Flexible)
Qualification: Level 3
Awarding Body: ABC Awards
Study Method: Online Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

What Will Students Learn?
- Assign people to an appropriate crisis team role
- Conduct a crisis audit
- Establish the means for business continuity
- Determine how to manage incidents
- Help your team recover from a crisis
- How to apply the process
CERTIFICATE

STRATEGIC CHANGE MANAGEMENT (LEVEL 3)

Course Introduction:
Change is something that excites people who love opportunities for growth, to see and learn about new things, or who like to shift the status quo. Some changes, however, are harder to adjust to and lead to expressions of resistance and anger. We can take concrete steps to make change more palatable by understanding people's hesitation, enlisting the help of others, setting up plans, and managing stressors. These steps can also ensure that desired changes are implemented successfully.

On this course, you will learn how to manage and cope with change and how to help those around you too.

This course covers the following Modules:
1. What is Change
2. The Human Reaction To Change
3. Adapting to Change
4. Strategies for Dealing With Anger
5. Managing Stress.

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What Will Students Learn?

- Accept there are no normal or abnormal ways of reacting to change, but that we must start from where we are.
- See change not as something to be feared and resisted but as an essential element of the world to be accepted.
- Understand that adapting to change is not technical but attitudinal. Change is not an intellectual issue but one that strikes at who you are.
- Recognize that before we can embrace the way things will be, we may go through a process of grieving, and of letting go of the way things used to be.

CERTIFICATE

E-COMMERCE MANAGEMENT (LEVEL 3)

Course Introduction:
As the global Internet population continues to grow, electronic commerce is growing as well. By the end of 2015, e-commerce is expected to generate over $400 billion annually. This huge market encompasses traditional e-commerce, as well as m-commerce (which is growing faster than any other sector) and location-based e-commerce.

This course covers the following Modules:
1. Getting to Know E-Commerce
2. Software Options and Solutions
3. Creating an Engaging User Experience
4. Transaction Management
5. E-Commerce Analytics

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What Will Students Learn?

- Describe meaning of terms e-commerce and m-commerce
- Develop an e-commerce business plan
- Evaluate e-commerce software options
- Test, launch, and update your e-commerce site
- Design engaging, responsive web content
- Use appropriate tools to track key e-commerce metrics
- Create a marketing plan with all the essential elements
- Protect your intellectual property
- Identify the rules and regulations that will govern your e-commerce businesses.
CERTIFICATE

TEAM LEADING SKILLS (LEVEL 2)

Course Introduction:
Teams are an important building block of successful organizations. Whether the focus is on service, quality, cost, value, speed, efficiency, performance, or other similar goals, teams are the basic unit that supports most organizations. With teams at the core of corporate strategy, your success as an organization can often depend on how well you and other team members operate together. How are your problem-solving skills? Is the team enthusiastic and motivated to do its best? Do you work well together? This course can help you get there!

This course covers the following Modules:
1. Establishing Team Norms
2. Building Team Trust
3. Communication Skills
4. Motivating Employees
5. Managing Disciplinary Issues

CERTIFICATE

TEAM LEADING (LEVEL 3)

Course Introduction:
Success as a manager is heavily influenced by how well your team operates and what kind of results they achieve. Is your team able to solve problems? Can they resolve conflict? Are they enthusiastic and motivated to do their best? Do they work well together? This course is designed for participants who want to develop their team leadership skills and unleash the talent of their individual team members.

This course covers the following Modules:
1. The Effective Leadership
2. The Situational Leadership Model
3. Developing a High-Performing Team
4. Communication Skills
5. Motivating Employees
6. Dealing with Conflict

COURSE INFORMATION

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What Will Students Learn?

- The value of working as a team
- How to develop team norms, ground rules, and team contracts
- Their team player style and how it can be used effectively
- Ways to build team trust
- The stages of team development and how to help a team move through them
- The critical role communication skills will play in building and maintaining a team atmosphere
- Ways that team members can be involved and grow in a team setting.
CERTIFICATE
MANAGEMENT (LEVEL 3)

Course Introduction:
To step from a standard team member position into a management role is perhaps the most important and life-changing of all career transitions. Taking charge of a working team or project of any size has the potential to be both challenging and rewarding in equal measures. Managers of the highest calibre are in constant demand across most contemporary sectors. Long-term career prospects for those with the relevant skills and qualities are literally limitless. However, this uniquely beneficial step up the career ladder is also the largest and the most difficult to make. Standing out as a future management prospect takes not only dedication, but a strong understanding of what it is that makes a world-class leader.

This course covers the following Modules:
1. Understanding Management and Leadership
2. Improving Management and Leadership Performance
3. Change Management
4. Time Management
5. Managing Relationship
6. Strategic Planning
7. Giving Effective Feedback
8. Meeting Management

CERTIFICATE
MANAGEMENT (LEVEL 4)

Course Introduction:
At the heart of every successful business and organisation lies a team of outstanding and capable managers. No business can succeed or even survive where leadership is lacklustre and management substandard. The workforce may represent the lifeblood that keeps a business running, but it is the management team that drives, controls and optimises everything the workforce does. Just as world-class leadership can propel a brand to incredible heights, poor management largely guarantees failure. With no margin for error, business owners are often unwilling to take chances on candidates without impressive and recognised management credentials.

This course covers the following Modules:
1. Understanding Management and Leadership
2. Improving Management and Leadership Performance
3. Managing Resources
4. Managing Change
5. Managing Time
6. Managing Conflict
7. Managing Meeting and Giving Feedback
8. Principles of Project Management
9. Risk Management
10. Principles of Project Management

COURSE INFORMATION

Length of the Course: 200 Hours (Flexible)
Qualification Level 3
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

What Student Will Learn:
This outstanding diploma of management online, has been designed for those looking to enhance existing careers, or take their first steps into supervisory positions. With no specific experience or knowledge required, nine intensive modules gradually introduce the core qualities and responsibilities of the contemporary business manager. Diploma in management distance learning, begins by outlining what it takes to become an effective leader from a modern corporate perspective, before investigating a variety of continuous improvement techniques. Candidates explore the importance of flawless time management, conflict-resolution skills and workload-balancing, followed by an overview of essential project management skills and effective business risk management.

www.oxfordhomestudy.com
info@oxfordhomestudy.com
CERTIFICATE
SUPPLY CHAIN MANAGEMENT (LEVEL 1)

Course Introduction:
The various processes and parties involved in supplying any given business with the core products/materials it needs to get the job done represent important links in the supply chain. From the moment raw materials are harvested to factory processing and manufacturing right through to the eventual purchase of the item, it is the supply chain that gets products into the hands of the end user. Unsurprisingly, the average business supply chain can be extremely complicated and demanding, in terms of control and management. Supply chain managers play a critically important role in overseeing each and every link in the chain, ensuring it is not only doing its job, but serving its purpose efficiently and reliably.

This course covers the following Modules:
1. Introduction to Supply Chain Management
2. Planning for Supply Chain Operations
3. Manufacturing & Delivery Operations

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What Will Students Learn?
✓ Describe what is meant by a project
✓ Explain what project management means
✓ Identify benefits of projects
✓ Identify the phases of a project’s life cycle
✓ Prioritize projects
✓ Begin conceptualizing your project, including goals and vision statements
✓ Use project planning tools
✓ Contribute to creating a Statement of Work

“...I have recently completed Level 1 Business Management Course through OHSC. The course was very informative. The exercises were good and I received timely and constructive feedback from my tutor.”

Richard Ayoade

Maintain healthy employee relations.

www.oxfordhomestudy.com
info@oxfordhomestudy.com
CERTIFICATE

SUPPLY CHAIN MANAGEMENT (LEVEL 2)

Course Introduction:
The supply chain is a crucial part of any business' success. Optimizing the flow of products and services as they are planned, sourced, made, delivered, and returned can give your business an extra competitive edge.

This course will introduce you to the basic concepts of supply chain management, including the basic flow, core models, supply chain drivers, key metrics, benchmarking techniques, and ideas for taking your supply chain to the next level.

This course covers the following Modules:
1. Fundamentals of Supply Chain Management
2. Supply Chain Drivers
3. Managing Supply Chain Risks
4. Supply Chain Best Practices

What Will Students Learn?
- Define supply chain management and logistics
- Explain the vertical and virtual integration models
- Understand the stages in the basic supply chain flow
- Identify participants in the supply chain
- Recognize supply chain drivers and ways to optimize them
- Align supply chain strategy with business strategy
- Determine what metrics to track and how to benchmark the related data
- Troubleshoot basic supply chain problems

COURSE INFORMATION

Length of the Course: 125 Hours (Flexible)
Qualification Level 2
Awarding Body: ABC Awards
Study Method Distance Learning
Fee in instalments (interest free): £340
Full Fee in advance (£60 Discount): £280

CERTIFICATE

INVENTORY MANAGEMENT (LEVEL 3)

Course Introduction:
No business can survive very long without an effective programme of controls over the parts and materials that are used in producing or distributing goods and services of the firm. Like many other things that depend on human interpretation, “control” means different things to different individuals. On this course you will learn how a smooth and cost-effective operations can be managed, with enough products on hand to satisfy needs without stockpiling too much.

This course will discuss all aspects of inventory management, including common terms, the inventory cycle, how to maintain inventory accuracy, and what some of the latest trends are

This course covers the following Modules:
1. What is Inventory
2. Types of Inventory
3. Setting up the Warehouse
4. What Makes a Good Inventory Management System

What Will Students Learn?
- Understand terms that are frequently used in warehouse management
- Identify the goals and objectives of inventory management and measure your process against these goals
- Calculate safety stock, reorder points, and order quantities
- Evaluate inventory management systems
- Identify the parts of the inventory cycle
- Better maintain inventory accuracy

COURSE INFORMATION

Length of the Course: 200 Hours (Flexible)
Qualification Level 3
Awarding Body: ABC Awards
Study Method Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310
CERTIFICATE IN LOGISTICS AND
SUPPLY CHAIN MANAGEMENT (LEVEL 3)

Course Introduction:
Managing the flow of products, information, and funds is becoming increasingly complex with globalisation as products move across continents on a daily basis, there is also pressure on the companies to meet the deadlines that directly affects their profitability. Organizations in almost any industry depend very much on supply chain managers to oversee some of the most essential processes to keep their businesses moving in a global marketplace. These managers often benefits from additional education or CPD to assist them in their current role or to enhance their careers further. Certificate in supply chain management gives you an understanding of the supply chain systems and procedures, you will learn how companies use supply chain networks to procure, produce and deliver goods and services domestically and across the world, how to manage logistical operations, and how the right technology and strategy can help you achieve a competitive edge.

This course covers the following Modules:
1. Introduction to supply chain and logistics
2. Managing Planning and sourcing operations
3. Managing Procurement Operations
4. Managing manufacturing and delivery Operations
5. Inventory management
6. Transport management

DIPLOMA IN LOGISTICS AND
SUPPLY CHAIN MANAGEMENT (LEVEL 4)

Course Introduction:
Supply Chain Management is a system for managing the entire flow of information, materials, manufacturing and services from raw material suppliers through factories and warehouses to the end customer. This course gives you a rounded view of the Logistics and supply chain management operations. Highlights of the course include: production processes, distribution channels, network designs, and performance management of supply chain.

This course covers the following Modules:
1. Introduction to supply chain management
2. Logistics in Supply Chain Management
3. Logistics Strategy & Operations
4. Planning & Sourcing Operations
5. Procurement Operations
6. Manufacturing & Delivery Operations
7. Market Distribution in Supply Chain
8. Inventory Management
9. Transport Management
10. Warehousing and Material Handling
11. Using Information Technology
12. Supply Chain System Design
13. Supply Chain Performance Measurements

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Career opportunities:
Supply chain management (SCM) offers a diverse and rewarding career. SCM professionals now occupy a range of influential positions across organizations in; operations, logistics, transportation and trade, as well as consulting and senior management. These professionals are employed by large, Small- and medium-sized enterprises at all levels, in public sector institutions and non-profit organizations.

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Career opportunities:
Supply chain management (SCM) offers a diverse and rewarding career. SCM professionals now occupy a range of influential positions across organizations in; operations, logistics, transportation and trade, as well as consulting and senior management. These professionals are employed by large, Small- and medium-sized enterprises at all levels, in public sector institutions and non-profit organizations.

www.oxfordhomestudy.com
info@oxfordhomestudy.com
CERTIFICATE
CONSTRUCTION MANAGEMENT (LEVEL 1)

Course Introduction:
The construction industry is both growing like never before and exploding with incredible career opportunities. To secure a position in construction management is to enjoy an incredibly rewarding and secure career for life. In the United Kingdom alone, hundreds of thousands of new jobs in the construction industry are expected to be created before the end of the current decade. It is also a very similar picture across much of the world, as building projects become more ambitious, challenging and impressive all the time. To study construction management is to significantly improve career prospects with crucially important industry knowledge.

This course covers the following Modules:
1. Basics of Construction Management
2. Site Organisation
3. Material Management

What Will Students Learn?
- Describe what is meant by a project
- Explain what project management means
- Identify benefits of projects
- Identify the phases of a project’s life cycle
- Prioritize projects
- Begin conceptualizing your project, including goals and vision statements
- Use project planning tools
- Contribute to creating a Statement of Work

Course Information

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I have recently completed Level 1 Business Management Course through OHSC. The course was very informative. The exercises were good and I received timely and constructive feedback from my tutor.

Richard Ayoade
**Certificate**

**Construction Management (Level 3)**

**Course Introduction:**

Level 3 Certificate in Construction Management provides you with the expertise required to effectively handle a construction project or business. According to 'The Telegraph' the construction industry will create nearly 200,000 new jobs over the next five years in the UK as the demand for new homes stimulates a boom in the sector. Growth of the construction industry and the latest forecast of the job market in this sector has led to increased demand of the qualifications in this sector. Level 3 Certificate in Construction Management is suitable for anyone wishing to enter the building trade. The course teaches you how to integrate multiple professional requirements for the successful completion of your construction projects; including estimating, cost control, project planning and scheduling, managing people and materials effectively. The course explores managing various types of contracts with the owner, the contractor, subcontractors, architects and consultants. The course also covers topics like; of bidding, disputes handling, site organisation and material management are also discussed.

**This course covers the following Modules:**

1. The Construction Industry
2. Project Management & Administration
3. Construction Cost Estimating
4. Site Organisation
5. Material Management
6. People Management

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**Career opportunities:**

Possible job titles in the construction field include: construction project supervisors, project executives, construction contract executives, assistant construction project managers, construction project managers, or construction sales executives.

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**Diploma**

**Construction Management (Level 4)**

**Course Introduction:**

This course is ideal for you if you are interested in planning, organising and supervising; building construction and maintenance work. The course provides students with a sound understanding of the general and technical principles involved in construction processes. This Programme is equally suitable for people already working in a professional support role in construction, or those wishing to take the first step in changing to a career in construction.

**This course covers the following Modules:**

1. Introduction to Construction Management
2. Development and Organisation of Construction Projects
3. Importance of Estimation in Construction Work
4. Preliminary Investigations, Location and Site Selection
5. Site Organisation
6. Planning for Equipment
7. Equipment Management
8. Material Management
9. Purchase and Storage Management
10. Specialised Buying and Vendor Management
11. Quality Controlling During Construction
13. Legal Aspects of Contract

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**Career opportunities:**

Possible job titles in the construction field include: construction project supervisors, project executives, construction contract executives, assistant construction project managers, construction project managers, or construction sales executives.
Course Introduction:
BOLC Human Resource Management Diploma will help you develop the knowledge, skills and methodology necessary to meet the human resource challenges of today’s fast paced work environment. Whether you have entered into the world of human resources management by choice or your job promotion and professional success are the reasons for you to enter this field; the basic principles remain the same: you not only want to have the job done, but you want to have it done with the support of good team-the people who work professionally, ethically and cooperatively for the achievement of common goals. Human resources management is considered a vital part of the basic management procedures and the course focuses on the development of managerial skills for ultimate benefit of organisational personnel policy. Specific topics covered on this course include the role of human resources in the management process, human-resources planning and forecasting, job information systems, recruitment and selection, human-resources development and staff appraisals, compensation, legal framework, and performance management.

This course covers the following Modules:
1. Introduction to Human Resource Management
2. Recruitment and Selection
3. Performance Management
4. Training and Development
5. Rewarding Employees
6. Equal Opportunities and Health and safety

Course Introduction:
Online human resources training is ideal for employees and managers alike. This online training is self paced but continuous support will be available from a caring and knowledgeable tutor whom you can contact for your questions and concerns. Whether you have entered into the world of human resources management by choice or your job promotion and professional success are the reasons for you to enter this field: the basic principles remain the same: you not only want to have the job done, but you want to have it done with the support of good team-the people who work professionally, ethically and cooperatively for the achievement of common goals. Human resources management is considered a vital part of the basic management procedures and the course focuses on the development of managerial skills for ultimate benefit of organisational personnel policy. Specific topics covered on this course include the role of human resources in the management process, human-resources planning and forecasting, job information systems, recruitment and selection, human-resources development and staff appraisals, compensation, legal framework, and performance management.

This course covers the following Modules:
1. Introduction to HR Management
2. Recruitment & Selection
3. Performance Management
4. Training & Development
5. Rewarding Employees
6. Equal Opportunities and Health & Safety

COURSE INFORMATION
Length of the Course: 200 Hours (Flexible)
Qualification: Level 3
Awarding Body: ABC Awards
Study Method: Online Learning
Fee in instalments (interest free): £385
Full Fee in advance ( £75 Discount): £310

Career opportunities:
There are different types of jobs for which you may be considered:
• HR adviser
• HR assistant
• HR manager
• HR Administrator
• HR and training manager
• HR case adviser
• HR development assistant
• Compensation and benefits analyst
• Training and development manager

COURSE INFORMATION
Length of the Course: 260 Hours (Flexible)
Qualification: Level 4
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £540
Full Fee in advance ( £100 Discount): £440

Career opportunities:
There are different types of jobs for which you may be considered:
• HR adviser
• HR assistant
• HR manager
• HR Administrator
• HR and training manager
• HR case adviser
• HR development assistant
• Compensation and benefits analyst
• Training and development manager

www.oxfordhomestudy.com
info@oxfordhomestudy.com
CERTIFICATE

PROJECT MANAGEMENT (LEVEL 3)

Course Introduction:
Project management is about the application of methods, knowledge, skills and processes to achieve the project objectives. Appropriate project management skills assure the successful completion of the project. This course explains what the project management is all about and how to approach it successfully. The course is suitable for you whether you are in any industry; oil and gas, renewable energy, engineering, built environment, information technology, construction, knowledge management, marketing, public sector, pharmaceutical, health care, military, education, entertainment and creative industries.

Effective project management leads you to;
● a greater possibility of achieving the required results;
● satisfies the differing interests of the stakeholders of the project;
● ensures the proficient and effective use of available resources;

This course covers the following Modules:
1. Introduction To Project Management
2. Planning A Project
3. Project Scope Management
4. Project Time Management
5. Managing Project Quality And Risk
6. Managing Communication On A Project
7. Managing Project Globally

INTERNATIONAL DIPLOMA

PROJECT MANAGEMENT (LEVEL 4)

Course Introduction:
Project Management involves organising, securing and managing the available resources effectively to bring about the completion of identified project goals and objectives successfully. Project Management is an essential element for all types of organisations. BOLC Diploma in International Project Management has been designed to equip students with essential knowledge and skills to successfully complete projects, task and situations in all areas of business. The course covers the complete project life cycle; from project initiation, through project implementation and finally to the project completion phase. The course explores the essential tools needed to deliver successful projects. The course also includes topics like; cost estimating and control, project time management, quality management human resource management, risk management and project communication management.

This course covers the following Modules:
1. Overview Of Project Management
2. Project Life Cycle
3. Project Integration Management
4. Project Scope Management
5. Project Time Management
6. Project Cost Management
7. Project Quality Management
8. Project Human Resource Management
9. Project Communication Management
10. Project Procurement Management
11. Project Risk Management

COURSE INFORMATION

CERTIFICATE

PROJECT MANAGEMENT (LEVEL 3)

Length of the Course: 200 Hours (Flexible)
Qualification: Level 3
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

Career opportunities:
You could work as a project manager in most industries, including construction, IT, marketing, manufacturing, Aerospace and Defense, information Technology, automation, Systems Manufacturing, Education and training, financial services and the public sector.

INTERNATIONAL DIPLOMA

PROJECT MANAGEMENT (LEVEL 4)

Length of the Course: 260 Hours (Flexible)
Qualification: Level 4
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £540
Full Fee in advance (£100 Discount): £440

Career opportunities:
You could work as a project manager in most industries, including construction, IT, marketing, manufacturing, Aerospace and Defense, information Technology, automation, Systems Manufacturing, Education and training, financial services and the public sector.

www.oxfordhomestudy.com
info@oxfordhomestudy.com
CERTIFICATE
ENVIRONMENTAL MANAGEMENT (LEVEL 3)

Course Introduction:
Environmental management is the process used by industries, businesses and individuals to regulate and protect the environment. These processes help organisations to reduce their environmental impacts and increase their operating efficiency. Organisations engage in environmental management for a couple of reasons; i.e for protecting the environment, following local laws and rules about conservation, and for saving money.

Environmental managers help organisations to plan conservation and preservation related goals. Some of them work with companies as consultants others work for governments and other setting entities, usually to audit compliance.

This course is a good starting point if you wish to launch your career in environmental management but do not have any previous knowledge or experience in this field.

This course covers the following Modules:
1. Introduction to Environment
2. Global Environmental Issues
3. Effects of Overexploitation of Biological Resources
4. Effects of Urbanisation
5. Effects of Agriculture on Human Environment
6. Environmental Planning
7. Environmental Management Systems

DIPLOMA
ENVIRONMENTAL MANAGEMENT (LEVEL 4)

Course Introduction:
The course equips students with the knowledge and understanding of the increasingly important role that an EMS can provide in the management of environmental issues and policy.

This course provides a comprehensive introduction to the management of environmental issues and aims to teach students the principles and practice of environmental management within the contexts of environmental impact assessment.

This course covers the following Modules:
1. Introduction to Environment
2. Global Environmental Issues
3. Effects of Overexploitation of Biological Resources
4. Effects of Agriculture on Human Environment
5. Effects of Urbanisation
6. Environmental Conservation
7. Environmental Planning
8. Environmental Management Systems
9. Energy Management• Water, Forest and Biodiversity Management
10. Environmental Quality Management
11. Environmental Risk Management

COURSE INFORMATION

Course Information:
Length of the Course: 200 Hours (Flexible)
Qualification: Level 3
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

Career opportunities:
Environmental Management offers a diverse and rewarding career. You may be able to find positions in nature conservation, consultancy, environmental protection agencies, waste management organisations and environmental research.

www.oxfordhomestudy.com
info@oxfordhomestudy.com
HEALTH AND BEAUTY
CERTIFICATE
BEAUTY THERAPY AND SALON MANAGEMENT
(LEVEL 3)

Course Introduction:
Beauty therapists use a variety of facial and body treatments to help their clients look and feel better. The profession carries many attractive career paths. A Beauty Therapist can move into management, can become a trainer, a makeup artist, or a field sales representative and can work with a health or cosmetic companies. If you are creative, outgoing, fashion-conscious and like keeping abreast of the latest trends, you could be ideally suited to this sector. This course covers all the essential aspects of beauty therapy from the basic hygiene and anatomy to more detailed descriptions of the use of beauty products, choosing appreciate beauty products according to the skin type, performing skin care treatments, professional make up procedures and giving after care advice to the clients.

This course covers the following Modules:
1. Working in a Salon
2. Related Anatomy and Physiology
3. Skin Analysis and Facial Treatments
4. Application of Make Up
5. Manicure and Pedicure

COURSE INFORMATION
Length of the Course: 200 Hours (Flexible)
Qualification: Level 3
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

Career opportunities:
After completing this course you can run your own salon as a qualified beautician or you may find employment in beauty salons or spas. There are also opportunities to work in hotels, medical clinics, sports injuries clinics, fitness and health clubs. Make-up specialists may also find work in the areas of fashion, media and the performing arts. There are even opportunities to work overseas, in holiday resorts or on cruise ships.

DIPLOMA
BEAUTY THERAPY AND SALON MANAGEMENT
(LEVEL 4)

Course Introduction:
If the idea of working in a salon inspires you or you want to start your own Salon as a professional beautician, whatever is your goal, this course is ideal for you. On this course you will learn all that is needed to work in Beauty industry.

This course covers the following Modules:
1. The Work Place Environment
2. Related Anatomy and Physiology
3. Consultation and Skin Analysis
4. How to Improve and Maintain Facial Skin Conditions 1
5. How to Improve and Maintain Facial Skin Conditions 2
6. Preparing Work Area and the Client for the Application of Makeup
7. Professional Make Up Procedures
8. Manicure and Pedicure
9. Hair Care
10. Remove and Lighten Hair Using Temporary Methods
11. Salon Management

COURSE INFORMATION
Length of the Course: 260 Hours (Flexible)
Qualification: Level 4
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £540
Full Fee in advance (£100 Discount): £440

Career opportunities:
After completing this course you can run your own salon as a qualified beautician or you may find employment in beauty salons or spas. There are also opportunities to work in hotels, medical clinics, sports injuries clinics, fitness and health clubs. Make-up specialists may also find work in the areas of fashion, media and the performing arts. There are even opportunities to work overseas, in holiday resorts or on cruise ships.

www.oxfordhomestudy.com
info@oxfordhomestudy.com
### DIPLOMA DIET AND NUTRITION (LEVEL 4)

**Course Introduction:**
Diet & Nutrition Advisor course concentrates on the development of a diet that can improve physical performance. The course will give necessary skills required when advising people on their nutritional needs. The course also covers nutrients, digestive system, detoxification, food allergies and intolerances, diets for various populations, weight loss and control and other related topics.

This course covers the following Modules:

1. An Overview of Nutrition
2. Basics of Nutrition 1
3. Basics of Nutrition 2
4. Digestion and Detoxification
5. Eating Disorders
6. Balancing the Diet
7. Principles of Healthy Eating
8. Nutrition and the Immune System
9. Diet and Disease
10. Women's Health
11. Nutritional Requirements for Different People
12. Weight Control Management
13. Weight Loss Management
14. Anti-ageing Formulas
15. The Role of a Nutritionist

### COURSE INFORMATION

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**Career opportunities:**
Nutritional Therapists can work with:
- food manufacturers
- food retail chains
- research companies
- the media
- Community health organisations

With experience, and possibly more qualification you could progress to management and policy development.

### CERTIFICATE DIET AND NUTRITION (LEVEL 3)

**Course Introduction:**
Balanced diet is essential for healthy living. The course focuses on relating variety, balance and moderation to a healthy diet plan and explains how healthy balanced diet plans can be developed. You will learn how nutrition plays different roles in human body and will learn about different food groups and their nutritional value. Moving on you will learn obesity by examining human energy balance, this will give you deep understanding of our body’s metabolism. You will also learn about special dietary requirements, nutrition of groups with special dietary needs at different stages in their lives including: pregnancy, breast feeding, babies and children, young people and the elderly. The course also discusses in details the risk factors causing these diseases and the rationale for current dietary recommendations designed to prevent these diseases. The course also covers, how healthy weight can be attained and maintained by people of different groups and gives you an understanding of the basics of healthy weight and highlights the importance of healthy weight. It then looks at the effects of weight loss on health and highlights the risks of rapid weight loss methods and discusses why people find it hard to lose weight and then to maintain that loss. It defines positive and negative energy balance and identifies several principles of sound weight loss.

This course covers the following Modules:

1. An overview of Nutrition
2. Dietary Nutrients
3. The Balanced Diet
4. Dietary Requirements
5. Eating Disorders
6. Weight Loss
7. Weight Control

### COURSE INFORMATION

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**Career opportunities:**
Nutritional Therapists can work with:
- food manufacturers
- food retail chains
- research companies
- the media
- Community health organisations

With experience, and possibly more qualification you could progress to management and policy development.
ART & DESIGN
CERTIFICATE
INTERIOR DESIGN (LEVEL 3)

Course Introduction:
Interior design is one of the most exciting and highly in demand professions. An interior designer is a creative person that thinks about the form and functionality of the space and solves any space related problems while creating fully functioning and lively designs. The form is about look and feel of the space and functionality is about how that particular space would be used practically. In order to create balanced designs an interior designer blends form and functionality effectively while relying upon many resources, guidelines and professional ethics.

The interior design practice is about anything that is found inside a building's space- walls, doors, windows, textures lights, furniture and furnishings. All these design and room elements are used by interior designers to design aesthetically pleasing and practically functional spaces that are safe as well. The course covers design elements, design principles and room elements in great detail and finally prepares you for starting up and running your own business successfully.

This course covers the following Modules:
1. Introduction to Interior Design
2. Design Elements
3. Design Principles
4. Room Elements
5. Working on Projects

DIPLOMA
INTERIOR DESIGN (LEVEL 4)

Course Introduction:
Diploma in Interior Design gives you understanding of the fundamental principles and elements of design theory, the effects of light and colour on interior spaces, solving spatial problems, understanding concepts like orientation, zoning and furniture arrangements, using graphic and verbal skills to present projects that accommodate a variety of human factors.

This course covers the following Modules:
1. An Introduction to the Interior Design
2. Interior Design Decorating Principles
3. Design Elements
4. Room Elements
5. Room by Room Designing (Kitchens, Connecting Spaces, Bedrooms, Children's Rooms, Bathrooms, Workrooms, Adding an Extra Room)
6. The Client- Designer Relationship
7. Planning Essentials
8. Stages of a Project
9. Starting Up an Interior Design Business

COURSE INFORMATION

Certificate
Level 3

COURSE INFORMATION

Length of the Course: 200 Hours (Flexible)
Qualification Level 3
Awarding Body: ABC Awards
Study Method Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

Career opportunities:
After completing the course you may find employment with interior design companies, architectural practices, property developers, retail chains, shop-fitting companies, hotels, furniture manufacturers, departmental stores, exhibition companies, decorating practices, commercial and finance houses anywhere around the world.

COURSE INFORMATION

Length of the Course: 260 Hours (Flexible)
Qualification Level 4
Awarding Body: ABC Awards
Study Method Distance Learning
Fee in instalments (interest free): £540
Full Fee in advance (£100 Discount): £440

Career opportunities:
After completing the course you may find employment with interior design companies, architectural practices, property developers, retail chains, shop-fitting companies, hotels, furniture manufacturers, departmental stores, exhibition companies, decorating practices, commercial and finance houses anywhere around the world.
CERTIFICATE

Fashion Design (LEVEL 1)

Course Introduction:
Ever fancied the idea of making a name for yourself in one of the world's most thrilling and dynamic creative industries? To succeed in the world of fashion design is to enjoy an incredibly rewarding and enjoyable career for life. Whether it's working with an established brand or setting up your own designer label from scratch, watching your creative visions come to life before your very eyes is fulfilling like nothing else imaginable. The global fashion industry has never been more valuable or larger than it is right now – why not take to the first step to becoming a part of it today?

This course covers the following Modules:

1. Introduction to Fashion Design
2. Element and Principles of Design
3. The Use of Colour in Fashion Design

COURSE INFORMATION

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<th>Length of the Course:</th>
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<td>Full Fee in advance (£41 Discount):</td>
<td>£99</td>
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What Will Students Learn?
- Describe what is meant by a project
- Explain what project management means
- Identify benefits of projects
- Identify the phases of a project's life cycle
- Prioritize projects
- Begin conceptualizing your project, including goals and vision statements
- Use project planning tools
- Contribute to creating a Statement of Work

I have recently completed Level 1 Business Management Course through OHSC. The course was very informative. The exercises were good and I received timely and constructive feedback from my tutor.

Richard Ayoade

[www.oxfordhomestudy.com]  [info@oxfordhomestudy.com]
Course Introduction:
Level 3 Certificate in Fashion design, explains the qualities and skills required to become a fashion designer. On this course you learn that becoming a fashion designer involves the knowledge of many core design principles and elements. The awareness of which is essential for only for becoming a fashion designer but also to understand many facets of the fashion business.
The course is ideal for taking a start in this creative and highly in demand industry. Colour, pattern making and sketching are the skills that a fashion designer must learn in order to put a collection together. The course explains all this is involved in fashion designing: performing research, applying knowledge of fabric, coordinating colour and texture and monitoring the quality of the ready garment.

This course covers the following Modules:
1. Introduction to fashion design
2. Fashion forecasting
3. Elements of design
4. Principles of design
5. Colour and dress designing
6. Choosing the right material
7. Sewing basics

Career opportunities:
Fashion designers work in the forecasting, design, manufacturing, promotion, media, styling, fashion buying, merchandising, fashion editing and endless other sectors of the clothing industry that predict, design, produce and distribute the clothing that we wear.

DIPLOMA
FASHION DESIGN (LEVEL 4)

Course Introduction:
On this course you will learn the art of designing, fabric selection, garment construction, fabric handling techniques, applying knowledge of fabric, coordinating colour and texture, monitoring quality and fit, and fashion sketching, marketing techniques and retail fashion production. Relevant practical exercises and projects are introduced throughout the course aimed at applying the theory and skills learnt. This course prepares you for the real world of the design professional: we teach you how to start and run your own fashion design business profitably.

This course covers the following Modules:
1. Introduction to Fashion Design
2. Elements of Design
3. Principles of Design
4. Dress Designing Essentials
5. Colour and Dress Designing
6. The Design Process
7. Fashion Sketching
8. Working With Patterns
9. Sewing Basics (i)
10. Sewing Basics (ii)
11. Running the Fashion Design Business

Career opportunities:
Fashion designers work in the forecasting, design, manufacturing, promotion, media, styling, fashion buying, merchandising, fashion editing and endless other sectors of the clothing industry that predict, design, produce and distribute the clothing that we wear.
CERTIFICATE
CUSTOMER SERVICE (LEVEL 1)

Course Introduction:
In today’s business world, customer service is just as important as both product quality and value for money. Contemporary consumers are no longer willing to deal with brands, businesses and organisations that do not deliver the elite service standards now seen as the norm. Poor customer service has the potential to inflict irreparable damage on the reputation of any brand or business. At the opposite end of the scale, superior customer service can be the most crucial element of all in building a hugely successful enterprise.

This course covers the following Modules:
1. What is Customer Service
2. Communication Skills
3. Dealing with Difficult Customers

Course Information

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What Will Students Learn?

- Demonstrate a customer service approach
- Understand how your own behaviour affects the behaviour of others
- Demonstrate confidence and skill as a problem solver
- Apply techniques to deal with difficult customers
- Make a choice to provide customer service

“I have recently completed Level 1 Business Management Course through OHSC. The course was very informative. The exercises were good and I received timely and constructive feedback from my tutor.”

Richard Ayoade

Maintain healthy employee relations.
CERTIFICATE
CUSTOMER SERVICE (LEVEL 2)

Course Introduction:
While many companies promise to deliver an incredible customer experience, some are better at delivering than others. This course is designed around six critical elements of customer service that, when the company lives them, bring customers back to experience service that outdoes the competition.

This course covers the following Modules:
1. What is Customer Service
2. Telephone Techniques
3. Dealing With Difficult Customers
4. Solving Customers’ Problems.

CERTIFICATE
SOCIAL MEDIA MARKETING (LEVEL 3)

Course Introduction:
Social media remains an evolving aspect of our daily lives in addition to being a part of our businesses. This course is designed for people who have some familiarity with social media already. Participants will learn to develop a social media marketing plan as a part of their overall marketing strategy, determine who should be on their team, and choose how they will measure what is taking place. In addition, we will explore some of the major social media sites and look at how specialty sites and social media management tools can take their social media marketing to the next level.

This course covers the following Modules:
1. What Is Social Media
2. Developing A Social Media Plan
3. Building Your Social Media Team
4. Using Social Media For Marketing.

COURSE INFORMATION

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What Will Students Learn?
- Demonstrate a customer service approach
- Understand how your own behaviour affects the behaviour of others
- Demonstrate confidence and skill as a problem solver
- Apply techniques to deal with difficult customers
- Make a choice to provide customer service
CERTIFICATE

CALL CENTER TRAINING (LEVEL 3)

Course Introduction:
Whether we choose to embrace them or cannot stand being interrupted by their calls, call centres are a business element that is here to stay. This course will help call centre agents learn to make the most of their telephone-based work, including understanding the best ways to listen and be heard. Each phone interaction has elements of sales and customer service skills, which we will explore in detail throughout this energizing course.

This course covers the following Modules:
1. Verbal Communication Techniques
2. Who Are Your Customers
3. Asking the Right Questions
4. Sales By Phone
5. Developing a Script
6. Negotiation Techniques
7. Dealing With Difficult Customers.

COURSE INFORMATION

Length of the Course: 200 Hours (Flexible)
Qualification Level 3
Awarding Body: ABC Awards
Study Method Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

What Will Students Learn?
- The nuances of body language and verbal skills.
- Aspects of verbal communication such as tone, cadence, and pitch.
- Questioning and listening skills.
- Ways of delivering bad news and saying no.
- Effective ways to negotiate.
- The importance of creating and delivering meaningful messages.
- Tools to facilitate communication.
- Vocal techniques that enhance speech and communication ability.
- Techniques for managing stress.

CERTIFICATE

TELEMARKETING (LEVEL 3)

Course Introduction:
Virtually everybody in sales today sells over the phone at least part of the time. Perhaps it is time for you to evaluate how you use the telephone and where it fits into your sales and marketing mix. This course will teach you how the telephone can supplement, enhance, and sometimes replace other means of marketing and selling, and how this personal approach can dramatically increase your sales success. We will also explain about how to hone your communication skills, your ability to persuade, and techniques to personalize each sales call.

This course covers the following Modules:
1. Verbal Communication
2. Exceptional Things about Telephone Sale
3. Communication Essentials
4. Developing Your Script
5. Pre-Call Planning.

COURSE INFORMATION

Length of the Course: 200 Hours (Flexible)
Qualification Level 3
Awarding Body: ABC Awards
Study Method Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

What Will Students Learn?
- Build trust and respect with customers and colleagues.
- Warm up your sales approach to improve success with cold calling.
- Identify ways to make a positive impression.
- Identify negotiation strategies that will make you a stronger seller.
- Create a script to maximize your efficiency on the phone.
- Learn what to say and what to ask to create interest, handle objections, and close the sale.
CERTIFICATE
INTERNET MARKETING (LEVEL 1)

Course Introduction:
With almost every contemporary business having taken full advantage of comprehensive global connectivity, the importance of Internet marketing has never been greater. Research has shown that the overwhelming majority of consumers now instinctively turn to the web, both for actual purchases and for advice on planned purchases. On the business side of things, competition has never been greater or more ferocious, with thousands of new web businesses joining the market every month. Over and above product quality and even value for money, strong Internet marketing is single-handedly determining which businesses survive.

This course covers the following Modules:
1. What is Internet Marketing?
2. E-mail Marketing
3. Search Engine Optimization (SEO)

Course Information

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What Will Students Learn?
- Demonstrate a customer service approach
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- Apply techniques to deal with difficult customers
- Make a choice to provide customer service

"I have recently completed Level 1 Business Management Course through OHSC. The course was very informative. The exercises were good and I received timely and constructive feedback from my tutor."

Richard Ayoade
CERTIFICATE
INTERNET MARKETING (LEVEL 3)

Course Introduction:
This course is an ideal start for business owners and people new to marketing to learn the basics of Internet marketing. We’ve included information on how to market online, and even more importantly, how to determine what results you are getting. Then, you can figure out whether you are reaching your target market, where your qualified prospects are, and how they are engaged as a result of your efforts.

This course covers the following Modules:
1. What is Internet Marketing
2. Creating an Internet Marketing Plan
3. E-Mail Marketing
4. Search Engine Optimization (SEO)
5. Advertising Online
6. Social Media Marketing

CERTIFICATE
CREATING GOOGLE ADWORD CAMPAIGN (LEVEL 3)

Course Introduction:
Many companies advertise with pay per click ads. This course focuses on the largest machine available: Google AdWords. On this course, participants will learn how Google AdWords work, what pay per click means, the importance of correctly setting an AdWord budget, how to select keywords and set up ad groups, how to design a compelling ad, and how to make adjustments to increase success.

This course covers the following Modules:
1. Understanding AdWords Lingo
2. Creating an AdWords Strategy
3. Creating a PPC Campaign
4. Designing Your Ads
5. Looking at Success.
Exactly how any business or organisation is viewed and valued by the public will directly contribute to its success. It is simply impossible to get by in public and private sector capacities alike without strong public opinion. Public relations management refers to a wide variety of professional processes geared toward enhancing and maintaining positive public opinion. Given the fact that positive PR has the potential to propel any brand or business to incredible highs, it is hardly surprising that the skills and talents of public relations managers are always in high demand. Not only this, but for those who make it to the very top level in PR management, the industry as a whole can be spectacularly lucrative.

**Course Introduction:**
A small marketing budget doesn’t mean you can’t meet your goals and business objectives. You just have to be more creative in your marketing tactics. This course will show you how to get maximum exposure at minimum cost. You will learn effective, low-cost, and non-cost strategies to improve sales, develop your company’s image, and build your bottom line.

**This course covers the following Modules:**
1. Introduction To Marketing
2. Developing a Marketing Plan
3. Advertising and Networking
4. Promotion Mix
5. Personal Selling and Sales Promotion.

**Course Information**

<table>
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<th>Length of the Course:</th>
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</table>

**What Will Students Learn?**

- Recognize what we mean by the term “marketing.”
- Discover how to use low-cost publicity to get their name known.
- Know how to develop a marketing plan and a marketing campaign.
- Use their time rather than their money to market their company effectively.
- Understand how to perform a SWOT analysis.

**Course Introduction:**

Exactly how any business or organisation is viewed and valued by the public will directly contribute to its success. It is simply impossible to get by in public and private sector capacities alike without strong public opinion. Public relations management refers to a wide variety of professional processes geared toward enhancing and maintaining positive public opinion. Given the fact that positive PR has the potential to propel any brand or business to incredible highs, it is hardly surprising that the skills and talents of public relations managers are always in high demand. Not only this, but for those who make it to the very top level in PR management, the industry as a whole can be spectacularly lucrative.

**This course covers the following Modules:**
1. Introduction to Public Relations
2. Creating Your Media Image
3. Managing the Media
4. PR and Crisis Management

**Course Information**

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**What Will Students Learn?**

- Apply the different purposes to strategic vs. tactical PR
- Design a PR strategy
- Develop strong relationships with reporters and journalists
- Take their communication skills to a higher level
Course Introduction:
The field of public relations has changed with the evolution of computers and the speed with which information can spread. However, the need for public relations to be clear, concise, and accurate while being completely appropriate for the situation has not changed. In this comprehensive course, you will learn how to determine the type of information required, to approach PR strategically, create compelling releases, and manage your media relations.

This course covers the following Modules:

1. Introduction to Public Relations
2. Creating Your Media Image
3. Managing the Media
4. PR and Crisis Management

What Will Students Learn?

✓ Apply the different purposes to strategic vs. tactical PR
✓ Design a PR strategy
✓ Develop strong relationships with reporters and journalists
✓ Take their communication skills to a higher level

CERTIFICATE
PUBLIC RELATIONS (LEVEL 2)

Course Introduction:
The field of public relations has changed with the evolution of computers and the speed with which information can spread. However, the need for public relations to be clear, concise, and accurate while being completely appropriate for the situation has not changed. In this comprehensive course, you will learn how to determine the type of information required, to approach PR strategically, create compelling releases, and manage your media relations.

This course covers the following Modules:

1. Introduction to Public Relations
2. Creating Your Media Image
3. Managing the Media
4. PR and Crisis Management

What Will Students Learn?

✓ Apply the different purposes to strategic vs. tactical PR
✓ Design a PR strategy
✓ Develop strong relationships with reporters and journalists
✓ Take their communication skills to a higher level

I have recently completed Level 1 Business Management Course through OHSC. The course was very informative. The exercises were good and I received timely and constructive feedback from my tutor.

Richard Ayoade

Maintain healthy employee relations.
CERTIFICATE
MARKETING (LEVEL 3)

Course Introduction:
Reaching to the potential and existing customers for marketing a company's products and services is a key component for increased sales for a business. Marketing was never as evolving a field as it has become now with the advancement of technology and you need to know what's working today if you're going to stay competitive in the market. This course is designed for those who wish to start, or further develop, careers in marketing. The course focuses on the principles, concepts and practice of marketing with particular emphasis on contemporary marketing environment. The course will equip you with the appropriate skills and knowledge that are high in demand for a successful career in today's' demanding global economy. On this course you will explore the topics like ; Marketing environment, Market segmentation, Consumer behaviour, Developing a marketing strategy and Promotion Mix.

This course covers the following Modules:
1. Introduction to Marketing
2. Marketing Environment
3. Market Segmentation
4. Consumer Behaviour
5. Developing a Marketing Strategy
6. Promotion Mix

DIPLOMA
MARKETING (LEVEL 4)

Course Introduction:
Diploma in Marketing offered by BOLC; is a comprehensive programme designed to give students a competitive edge in this exciting field. The programme has been designed to help you expand your knowledge and skills in the marketing of products/services for the customer, industrial and service sector. You will gain an insight into the latest marketing trends and techniques, and will develop marketing skills that will help you for your exceptional career in the field.

This course covers the following Modules:
1. Introduction to Marketing
2. Marketing Environment
3. Markets and Market Segmentations
4. Consumer Behaviour
5. Market Research
6. Marketing Planning
7. Product Development and Product Lifecycle
8. Product Pricing Strategies
9. Branding and Packaging
10. Channels of Distribution
11. Promotion Mix
12. Personal Selling and Sales Promotion
13. Advertising and Publicity

COURSE INFORMATION

Length of the Course: 200 Hours (Flexible)
Qualification Level 3
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

Career opportunities:
You could be employed by a marketing agency or consultancy, or you could work for an in-house marketing department in all kinds of businesses or public sector organisations. You may also choose to become a freelance marketing consultant or set up your own consultancy.

COURSE INFORMATION

Length of the Course: 260 Hours (Flexible)
Qualification Level 4
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £540
Full Fee in advance (£100 Discount): £440

Career opportunities:
You could be employed by a marketing agency or consultancy, or you could work for an in-house marketing department in all kinds of businesses or public sector organisations. You may also choose to become a freelance marketing consultant or set up your own consultancy.

www.oxfordhomestudy.com
info@oxfordhomestudy.com
CERTIFICATE
PUBLIC RELATIONS (LEVEL 3)

Course Introduction:
The success of any large or small business depends largely on its reputation and public relations is vital to create this reputation for a business. This is, in fact a message, an image or a story that is imperative to communicate for the success of a business. Hence public relations can contribute greatly to the success of a business. A strong public relations plan can bring awareness to the company’s products and services. Customers, staff, suppliers, investors, regulator and journalists; all have an opinion about the organisations they come into contact with. This opinion could be good or bad, right or wrong but these perceptions largely influence these people in their decisions of working with these organisations. In today’s’ dynamic market, the biggest asset for a company is its reputation and effective PR plays a great role in managing a company’s reputation. On this course you will learn how public relations is different from marketing, advertising, and selling, tools for public relations and the processes involved in public relations. You will also explore corporate public relations and media relations.

This course covers the following Modules:
1. Introduction to Public Relations
2. Tools of Public Relations
3. The Public Relations Process
4. Public Relations and Communications
5. Corporate Public Relations
6. Production of Public Relations Material
7. Media Relations

DIPLOMA
PUBLIC RELATIONS (LEVEL 4)

Course Introduction:
BOLC Diploma in Public Relations is perfect for you if you are looking for a rounded view of all the aspects of PR. The course will equip you with all the essential knowledge and skills for your exceptional career in PR. You will learn how to get the best value from your PR activities; how to conduct newsworthy surveys to gain valuable PR exposure, and how to enhance your PR communication skills for media interviews. Hence the course covers all the key concepts, theories, techniques and skills that you need to become an effective PR practitioner.

This course covers the following Modules:
1. Introduction to Public Relations
2. Concepts of Public Relations
3. Management and Organisation of Public Relations
4. Public Relations as Planned Communication
5. Public Relations Tools & Methods
6. Production of Public Relations Material
7. Corporate Public Relations
8. Media Relations- Internal Communications
9. Issues Management and Public Affairs
10. Crisis Management and Public Relations
11. Ethics and Professionalism in Public Relations

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Career opportunities:
Job opportunities for public relations professionals are very assuring in various industries if the applicants have excellent communication skills and convincing abilities. Advertising agencies and Marketing companies are constantly on the lookout for PR professionals. PR agencies and in-house PR departments, media management, media relations, event management, corporate communications, public affairs, private and public organizations such as; health, education, arts, leisure and entertainment, sport, media also recruit PR professionals.

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Course Introduction:
The course is suitable for anyone interested to enhance their knowledge and skills in customer services. It is specially relevant to those who deal with customers in any capacity whether internally or externally within an organisation.

The course aims to develop learner’s knowledge of customer service in a number of areas. On this course you will learn why customer service is important for businesses, how to identify customers needs, developing customer service strategy, developing and delivering trainings for the excellence in customer service, dealing with difficult customers, communicating effectively for the delivery of customer service, and the principle of making improvements to customer service. Hence this home study course teaches you everything from the fundamentals of customer service to more complex skills required for the successful delivery of customer service. The flexible delivery of the course enables you to learn customer service skills in a convenient way as you can adjust your learning according to your own schedule.

This course covers the following Modules:
1. The Importance Of Customer Service
2. Identifying Customers Needs
3. Developing Customer Service Strategy
4. Maintaining Service Excellence In The Organisation
5. Training For Customer Service Excellence
6. Dealing With Difficult Customers

Diploma in Customer Services has been designed to equip students with the knowledge, skills and confidence to succeed as customer service professionals for excellent and effective customer service delivery. Effective customer service delivery is crucial for all types of business whether they are private, public or non-profit. But it cannot just happen by itself, it has to be planned and delivered with the participation of staff at all levels. The staff needs appropriate training in order to develop customer service skills. The customer service skills learnt on this course can be effectively applied to a wide range of roles and industries and enable the course participants to manage customer services systems and processes which have a direct and indirect impact on customers.

This course covers the following Modules:
1. Introduction to Customer Services
2. Understanding Your Customers
3. What is Customer Focused Organisation
4. Developing Customer Service Strategy
5. Implementing a Service Excellence Strategy
6. Training and Development for Customer Service
7. Importance of Effective Communication
8. Building Long-term Customer Relations
9. Dealing with Unprofitable Customers
10. Importance of Customer’s Feedback
11. Complaints Handling
12. Empowerment & Ownership

Career opportunities:
Good customer service skills are important in all industries. You could work in all kinds of employment sectors including retail, finance, travel, manufacturing, health, telecommunications and local authorities.

With experience, you could progress to team leader, customer services manager, or (depending on the type of employer) into sales or account handling.
EVENT MANAGEMENT
CERTIFICATE

EVENT MANAGEMENT (LEVEL 1)

Course Introduction:
Event managers work in one of the most dynamic, rewarding and fulfilling of all modern industries. There is nothing quite as satisfying as watching a creative and ambitious vision brought to life - all as a result of your own efforts and involvement. Event managers plan, implement, close and market events of all imaginable shapes and sizes. From huge summer music festivals to much smaller corporate gatherings, event management is what brings all the pieces of the puzzle together. For those with the required skills, talents and educational background, it is an industry of limitless opportunities.

This course covers the following Modules:
1. An Introduction to Event Planning
2. The Event Planning Process
3. Event Concept and Theme

COURSE INFORMATION

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<td>£140</td>
</tr>
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<td>Full Fee in advance (£60 Discount):</td>
<td>£99</td>
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</table>

What Will Students Learn?

✓ Plan a complete corporate event, including an agenda, budget, goals, venue, audience, food, and whatever else your client needs
✓ Keep your event on budget
✓ Design an advertising and marketing plan that includes a comprehensive use of media, take-aways, and/or swag bags
✓ Determine whether partners, sponsors, and volunteers can help to make your event unforgettable
✓ Create an atmosphere of service that delegates will remember
✓ Create a diversity plan
✓ Evaluate the process once it’s all wrapped up

I have recently completed Level 1 Business Management Course through OHSC. The course was very informative. The exercises were good and I received timely and constructive feedback from my tutor.

Richard Ayoade
CERTIFICATE
EVENT MANAGEMENT (LEVEL 3)

Course Introduction:
Event planning is one of the most exciting and lucrative fields today. Event planning is actually a process of managing a project. An event could be a meeting, a convention, a trade show, a birth day party, or a convention. Event planning activities include; establishing a vision for the event, budgeting for the event, establishing timelines, reserving the event site, acquiring required permits, planning for food, arranging for transport, developing a theme, arranging activities for the participants, arranging for equipments and managing risks.

Individuals who have lot of lot of energy , who are well organised, like socialising with people and can handle multi tasking can be very successful in this career. This course starts with the very basics of the event planning and of how event planners work. The course consists of nine comprehensive and easy to follow course units covering from event planning basics to event planning process, development of themes for the events, planning budgets for the events, selecting event site, dealing with health and safety and environmental issues, marketing the event and finally setting up your own event planning business.

This course covers the following Modules:
1. An introduction to event planning
2. Types of events
3. Event planning process
4. Event concept and theme
5. Event Budget plan
6. venue selection
7. Health, safety and Environmental issues
8. Marketing the event

DIPLOMA
EVENT MANAGEMENT (LEVEL 4)

Course Introduction:
The Event Management course is designed to equip you with art of planning in door and our door large and medium size functions and gatherings. i.e. press conferences, charity fund raising events, sports, other social and religious festivals, Birth Day parties, weddings etc. The course covers; strategic planning, budgeting, event promotional techniques, marketing, event operations, organisational skills, human resource management and all that is required to work as a professional in event planning industry.

This course covers the following Modules:
1. An Introduction of Event
2. Types of Events
3. The Event Planning Process
4. Steps of Planning in Event
5. The Event Management Plan
6. The Contingency Planning
7. Marketing and Customer Services
8. Evaluating the Events
9. Starting And Running the Business

COURSE INFORMATION

Level of the Course: 200 Hours (Flexible)
Qualification Level 3
Awarding Body: ABC Awards
Study Method Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

Career opportunities:
There are many career opportunities in the industry. You can join an event management company or a media house that specialises in event management activities or you can either start working in the capacity of a freelancer or can set up your own events management business.

COURSE INFORMATION

Length of the Course: 260 Hours (Flexible)
Qualification Level 4
Awarding Body: ABC Awards
Study Method Distance Learning
Fee in instalments (interest free): £540
Full Fee in advance (£100 Discount): £440

Career opportunities:
There are many career opportunities in the industry. You can join an event management company or a media house that specialises in event management activities or you can either start working in the capacity of a freelancer or can set up your own events management business.
CERTIFICATE
WEDDING PLANNING (LEVEL 3)

Course Introduction:
A wedding planner is one who helps couples to have a wedding they want. This could be the complete planning for the entire wedding or sorting out certain aspects of the day. Most people hire wedding planners these days to make their best day most memorable event for all who attend. Hence the profession carries lots of career opportunities. Level 3 certificate in wedding planning is the ideal course for those who wish to start a career in wedding planning.

Your work as a wedding planner might include: meeting couples to discuss about their requirements and budget, coming up with the unique themes and creative ideas for the wedding, advising couples on wedding customs and etiquette, negotiating with the suppliers such as florists, caterers, photographers, keeping couples well informed of all wedding plans, choosing the right venue, being available at the venue to make sure that everything goes to plan.

This course covers the following Modules:
1. The Business of Planning Weddings
2. Wedding Vision
3. Wedding Budget
4. Wedding Timelines
5. The Venue
6. Food and beverage
7. Music, Photography and Floral Décor
8. Wedding Day Details
9. Starting Wedding Planning Business

DIPLOMA
WEDDING PLANNING (LEVEL 4)

Course Introduction:
If you are looking for a perfect career in wedding planning, this programme is ideal for you. The course covers all aspects of wedding industry from history to the latest trends and secrets of the trades. The course takes you step by step through a wedding day, covering topics like; wedding styles, different cultures- their influences and customs, dealing with suppliers, choosing a florist, choosing a design and theme and much more.

This course covers the following Modules:
1. Introduction to Wedding Planning
2. Types of Wedding Ceremonies
3. Wedding Vision
4. Wedding Timelines
5. Wedding Budgets
6. Site Layout
7. Wedding Attire
8. Food And Beverage
9. Photography
10. Floral Decor
11. Music
12. Stationery
13. Transport
14. Wedding Day Details
15. Post Wedding Evaluation
16. Starting Wedding Planning Business

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Career opportunities:
Most wedding planners are self-employed but there are opportunities to work for larger wedding planning consultancies. You may work as an administrator or assistant in an event management company. Starting off as a wedding co-ordinator in a venue such as a hotel can be a great start to a career as an independent wedding planner.

Jobs with hotels or event management companies may be advertised in the local and national press, hospitality trade publications and employers’ own websites. If you are self-employed, opportunities depend on the strength of your marketing and reputation.

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info@oxfordhomestudy.com
I have recently completed Level 1 Business Management Course through OHSC. The course was very informative. The exercises were good and I received timely and constructive feedback from my tutor.

Richard Ayoade
HOSPITALITY & TOURISM
Course Introduction:
The global hospitality industry is quite simply enormous. It incorporates every hotel, restaurant, guest house, bar, cafeteria and so on in every town and city of every country on earth. Which is precisely why the skills and talents of the professional hospitality manager are considered to be nothing short of priceless. They can be put to use in an infinite variety of settings and at any level whatsoever. To become a qualified and experienced hotel manager is to open up limitless career opportunities on a global basis. And as an industry that brings in collective global annual revenues in excess of $550 billion, it can be incredibly lucrative career path to explore.

This course covers the following Modules:
1. Introduction to Hospitality Management
2. Front Office Operations
3. Housekeeping and Food Management

Career opportunities:
There are many career opportunities in the industry some areas are outlined here; conference and events management, the entertainment and leisure sector, facilities management and food service management. There are also relevant roles throughout the public sector in universities, hospitals, transport and the armed forces. Self-employment is also an option.

"I have recently completed Level 1 Business Management Course through OHSC. The course was very informative. The exercises were good and I received timely and constructive feedback from my tutor."

Richard Ayoade
### Course Introduction:

Hospitality industry is booming. It offers attractive career opportunities with a chance to work in international 5 star hotels. Management in this fast moving sector needs employees with sound knowledge and skills to boost their hospitality business. This programme has been developed to give you an edge by increasing your employment potential. The course extensively covers all the major aspects of hospitality management. Highlights of the course include; food and beverage management, front office operations, housekeeping operations, marketing, financial and human resource management and more.

### This course covers the following Modules:

1. Introduction to Hotel Management
2. Managing Front Office Operations
3. Housekeeping, Engineering & Security
4. Recruitment and Selection
5. Training and Development
6. Quality Management
7. Marketing and Advertising
8. Managing Food and Beverage Operations
9. Managing Interdepartmental Communications
10. Accounting in Hospitality

### Career opportunities:

There are many career opportunities in the industry some areas are outlined here; conference and events management, the entertainment and leisure sector, facilities management and food service management. There are also relevant roles throughout the public sector in universities, hospitals, transport and the armed forces. Self-employment is also an option.
Course Introduction:
The global travel and tourism industry is one of a select few that are largely immune to economic and political pressures on a global basis. For business and leisure purposes alike, people will always need to travel and therefore require the services of those who work in the travel and tourism industry. It is a spectacularly large and diverse sector which collectively contributed $7.5 trillion to the global economy in 2014 alone. Well over 1 billion tourists travel far and wide each and every year, which in turn keeps this extraordinary industry robust and reliable. To begin a career in the travel and tourism industry is to benefit from limitless potential for advancement and a uniquely secure position for life.

This course covers the following Modules:
1. An Introduction to Travel and Tourism
2. Tourism and Product Services
3. Marketing in Travel and Tourism

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Career opportunities:
You could be employed by any of the operators that organise group package tours, ranging from large, international companies to small, specialist firms. Vacancies may be advertised in the press and on tour operators’ websites, or you could contact tour operators for details of recruitment. With experience, you could progress into a management job.

“I have recently completed Level 1 Business Management Course through OHSC. The course was very informative. The exercises were good and I received timely and constructive feedback from my tutor.”

Richard Ayoade
**CERTIFICATE**

**TRAVEL AND TOURISM (LEVEL 3)**

**Course Introduction:**
Tourism is the vital part of economy for many countries. Tourism industry is continuously growing worldwide and this has created lots of job opportunities for individuals with the appropriate skills and qualifications.

This course presents a broad view of the tourism management and explores issues and problems that managers and others are likely to face while working in the industry. The course prepares you for a wide range of possible careers in travel and tourism. i.e. official tourist organisations, hotels, tour operating and travel agency companies, transport companies and other government companies where knowledge of tourism management is valued.

This course covers the following Modules:

1. Introduction To Travel And Tourism
2. Tourism Products and Services
3. Managing Tour Operations
4. Marketing Management
5. Human Resources Management
6. Transport Management
7. Quality Management

**DIPLOMA**

**TRAVEL AND TOURISM (LEVEL 4)**

**Course Introduction:**
Tourism industry is on the boom, offering great career employment opportunities around the world.

Diploma in Travel &Tourism will provide you a strong foundation for starting a career in this highly lucrative industry. The course will equip you with all the essential knowledge and technical skills required to work in tourism industry. The course is ideal for you if you want to work as a tour operator or even if you are interested to start your own business.

This course covers the following Modules:

1. Introduction to Travel & Tourism
2. The Tourism Products and Services
3. The Travel and Tourism System
4. Managing Tour Operations
5. Marketing in Travel & Tourism
6. Quality Management and Customer Care
8. Transport Management
9. Crisis Management
10. Managing Public Awareness Programmes
11. Sustainable Tourism and Development

**COURSE INFORMATION**

<table>
<thead>
<tr>
<th>Length of the Course:</th>
<th>200 Hours (Flexible)</th>
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<tbody>
<tr>
<td>Qualification</td>
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<td>Awarding Body</td>
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<td>Study Method</td>
<td>Distance Learning</td>
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<tr>
<td>Fee in instalments (interest free):</td>
<td>£385</td>
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<tr>
<td>Full Fee in advance (£75 Discount):</td>
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</table>

**Career opportunities:**

You could be employed by any of the operators that organise group package tours, ranging from large, international companies to small, specialist firms. Vacancies may be advertised in the press and on tour operators’ websites, or you could contact tour operators for details of recruitment. With experience, you could progress into a management job.

**COURSE INFORMATION**

<table>
<thead>
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<th>Length of the Course:</th>
<th>260 Hours (Flexible)</th>
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<td>Qualification</td>
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**Career opportunities:**

You could be employed by any of the operators that organise group package tours, ranging from large, international companies to small, specialist firms. Vacancies may be advertised in the press and on tour operators’ websites, or you could contact tour operators for details of recruitment. With experience, you could progress into a management job.
CERTIFICATE

CHILD PSYCHOLOGY (LEVEL 3)

Course Introduction:
Certificate in Child psychology discusses various methods, concepts and theories used by renowned psychologists to develop real understanding of the world of children. Study of child psychology is very important for numerous reasons. Not only it helps parents to have better understanding of their children but proper discipline, teaching and communication styles are also based on the true understanding of the childhood psychology that changes and develops with time. Children who are raised under adverse circumstances or face traumatic situations are badly affected by these circumstances and these events leave long term affects on their personalities. This is because children do not cope up with situations as adults do because they do not have same emotional or reasoning skills and they do not process information in the same way as we do.

This course covers the following Modules:
1. Introduction to Child Psychology
2. The Formation of Attachments
3. Consequences of Breakdowns in Attachments
4. Personality Development
5. Social Development
6. Development of Language
7. Moral Development

Career opportunities:
You could work within social services departments, child mental health services, family centres, education, and independent and voluntary services (such as Barnardos and the NSPCC). With experience and further training, you could also supervise less experienced therapists, and provide a consultation service to professionals in the community. You could also move into training, lecturing or providing clinical supervision.

DIPLOMA

CHILD PSYCHOLOGY (LEVEL 4)

Course Introduction:
The course is ideal for you whether you are a parent, or working with children in any role i.e. teacher, nursery nurse, child minder or social worker. The course explores methods theories and concepts used by psychologists to develop real insight into the child personality.

This course covers the following Modules:
1. Introduction to Child Psychology
2. The Formation of Attachments
3. Privation and Deprivation
4. The Effects of Bereavement & Separation
5. Influences on Development
6. Social and Emotional Development
7. Personality Development
8. Development of Language and Communication
9. Moral Development
10. Problems of Infancy
11. Problems of Middle Childhood
12. Problems of Adolescence

Career opportunities:
You could work within social services departments, child mental health services, family centres, education, and independent and voluntary services (such as Barnardos and the NSPCC). With experience and further training, you could also supervise less experienced therapists, and provide a consultation service to professionals in the community. You could also move into training, lecturing or providing clinical supervision.
CERTIFICATE
COACHING AND MENTORING (LEVEL 2)

Course Introduction:
Coach, Mentor, Role Model, Supporter, Guide... do these words ring a bell? Being a coach involves being able to draw from several disciplines. Coaching is based on a partnership that involves giving both support and challenging opportunities to employees. Mentorship is a related skill that is often a part of coaching. It’s about being a guide, offering wisdom and advice when it is needed. Knowing how and when to coach (and when to use other tools, like mentoring) is an essential skill that can benefit both you and your organization.

This course covers the following Modules:
1. Introduction to Coaching and Mentoring
2. Interpersonal Communication Skills
3. Critical Coaching Skills
4. The Coaching Model.

CERTIFICATE
NEURO LINGUISTIC PROGRAMMING (LEVEL 2)

Course Introduction:
Your brain, thoughts, and behavior are at the core of everything that you do every day, even if you aren't aware of it. In order to truly achieve the results that you want to achieve, you must master the art of bringing your unconscious thoughts to the surface, so that you can have real choice over how you interact with and respond to the world. Neuro linguistic programming can give you the tools to do just that. On this course you will learn the basics of neuro linguistic programming. We will give you the tools to manage your thoughts, and thereby manage yourself.

This course covers the following Modules:
1. What Is Neuro Linguistic Programming
2. Interpreting Body Language
3. How to Establish and Maintain Rapport
4. Creating Comprehensive Outcomes
5. Use of Anchors

COURSE INFORMATION

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<th>Length of the Course:</th>
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<tr>
<td>Full Fee in advance (£60 Discount):</td>
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</table>

What Will Students Learn?
- Understand how coaching can be used to develop your team
- Develop the coaching and mentoring skills that help improve individual performance
- Demonstrate the behaviours and practices of an effective coach
- Recognize employees’ strengths and give them the feedback they need to succeed
- Identify employee problems and ways you can help to correct them

What Will Students Learn?
- Define neuro linguistic programming (NLP) and its key terms
- Describe the key presuppositions of NLP
- Describe the five key senses as seen by NLP
- States of mind/modes of thinking using predicates & visual cues
- Develop and refine response strategies for any situation
- Use enriched language to engage your audience
- Interpret body language based on NLP principles
- Ask clean, precise questions to get the information you need
- Use hypnотic language and positive commands to get results
CERTIFICATE
ADVANCED SKILLS FOR PRACTICAL TRAINER (LEVEL 3)

Course Introduction:
Behind every spectacular training session is a lot of preparation and meticulous attention to detail. The truly skilled trainer can make a program exciting. The learners will have fun while they are learning if the facilitator is able to involve their emotions as well as their minds. You will see the involvement, and you will feel the energy. To reach this stage as an adult educator isn’t always easy, but success isn’t just for the naturally gifted. It is possible for all of us who put effort into our personal growth and development. We want the enormous satisfaction that comes from working with others to help them reach their potential as human beings. This course will help you reach that goal.

This course covers the following Modules:
1. Understanding Learning
2. Increasing Your Expertise
3. Managing the Stress of Training
4. Planning a Workshop
5. Your Role as an Effective Communicator

COURSE INFORMATION

Length of the Course: 200 Hours (Flexible)
Qualification: Level 3
Awarding Body: ABC Awards
Study Method: Distance Learning
Fee in instalments (interest free): £385
Full Fee in advance (£75 Discount): £310

What Will Students Learn?
✓ Demonstrate your understanding of learning styles and how to accommodate all four learning styles in the classroom
✓ Apply the key principles of effective communication in a workshop setting
✓ Use a variety of training techniques to stimulate participation
✓ Develop a plan and prepare for an effective training session
✓ Explain the different levels of evaluation and when to use each
✓ Identify advanced interventions for difficult situations
✓ Put your skills to work for a team presentation

CERTIFICATE
INTRODUCTION TO TRAINER SKILLS (LEVEL 3)

Course Introduction:
People who work as trainers are often put into difficult situations without much understanding of what training is or how to do it well. We know that being a good trainer is the result of developing skills to bring information to an audience. This information will then engage, empower, and encourage continued learning and development. This course will give you the skills that you need so that your students not only learn, but also enjoy the process, retain information shared, and use their new skills back in the workplace.

This course covers the following Modules:
1. What Makes a Successful Trainer
2. The Learning Process
3. Applying the Learning Cycle
4. The Training Process
5. Designing a Learning Sequence
6. Presentation Skills
7. On-the-Job Training.

COURSE INFORMATION

Length of the Course: 200 Hours (Flexible)
Qualification: Level 3
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Study Method: Distance Learning
Fee in instalments (interest free): £385
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What Will Students Learn?
✓ Recognize the importance of considering the participants and their training needs, including the different learning styles and adult learning principles.
✓ Know how to write objectives and evaluate whether these objectives have been met at the end of a training session.
✓ Develop an effective training style, using appropriate training aids and techniques.
✓ Conduct a short group training session that incorporates these training concepts.
I have recently completed Level 1 Business Management Course through OHSC. The course was very informative. The exercises were good and I received timely and constructive feedback from my tutor.

Richard Ayoade
HEALTH AND SAFETY
CERTIFICATE
SAFETY IN THE WORKPLACE (LEVEL 2)

Course Introduction:
Workplace accidents and injuries cost corporations millions of dollars and thousands of hours lost every year. They also have a profound, often lifelong impact on workers. Introducing a safety culture into your organization, where safety is valued as an integral part of the business’s operation, not only saves the business time and money, it also builds a committed, loyal, healthy workforce. This course will give you the foundation to start building your safety culture.

This course covers the following Modules:

1. Safety in the Work Place - An Introduction
2. Identifying Hazards
3. Resolving Hazards
4. Taking Proactive Measures
5. Preparing and Implementing a Safety Plan.

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What Will Students Learn?

- Understand the difference between a safety program and a safety culture
- Use resources to help you understand the regulations in your area
- Launch a safety committee
- Identify hazards and reduce them
- Apply hiring measures that can improve safety
- Explain what a safety training program will involve
- Identify groups particularly at risk for injury and know how to protect them
- Help your organization write, implement, and review a safety plan
- Respond to incidents and near misses
- Understand the basics of accident investigation and documentation.

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