



London Camden College

For Courses that turn into Careers

Prospectus





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Welcome

Welcome to London Camden College (LCC). At LCC we are committed to keeping our courses affordable, without compromising on quality. London Camden College offers a wide range of academic, professional and vocational qualifications. So whatever your interests and aspirations, we are here to help.

At LCC we welcome students from all over the world. With a staggering 300 languages spoken every day, there is no better place than London to experience a little multiculturalism.

London Camden College is located in Camden, a lively town easily accessible by public transport. Camden is world renowned for its bustling markets. With the many market bargains to be had as well as clubs, pubs and cafes, Camden is truly the place to be for students.

We are confident you will find your studies at LCC rewarding, both academically and personally. We look forward to welcoming you.

London Camden College

11A Pratt Street, Camden Town
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Accountancy and Finance

Association of Chartered Certified Accountants (ACCA)

The Association of Chartered Certified Accountants (ACCA) is a prominent accounting and auditing body in the United Kingdom. The association offers the ACCA course that leads to the qualification of Chartered Certified Accountant. ACCA course consists of 14 papers and normally takes 2 to 5 years to complete. The ACCA examinations can be taken in either June or December each year. Students have a maximum time limit of 10 years from registration to complete the ACCA. After passing all modules and gaining 3 years of relevant practical experience, students can achieve full membership status of the ACCA. As part of their ethical development, students will be required to complete a Professional Ethics module before applying for full ACCA membership. The course syllabus is divided into 2 levels:

LEVELS

FUNDAMENTALS (nine papers in total)

Knowledge

- F1 Accountant in Business (AB)
- F2 Management Accounting (MA)
- F3 Financial Accounting (FA)

Skills

- F4 Corporate and Business Law (CL)
- F5 Performance Management (PM)
- F6 Taxation (TX)
- F7 Financial Reporting (FR)
- F8 Audit and Assurance (AA)
- F9 Financial Management (FM)

PROFESSIONAL (five papers in total)

Essentials

- P1 Professional Accountant (PA)
- P2 Corporate Reporting (CR)
- P3 Business Analysis (BA)

Options (two to be completed)

- P4 Advanced Financial Management (AFM)
- P5 Advanced Performance Management (APM)
- P6 Advanced Taxation (ATX)
- P7 Advanced Audit and Assurance (AAA)



Entry Requirements and Exemptions

There are various entry points on to the ACCA Qualification, depending on your age and previous academic qualifications.

Minimum entry requirements

Two A levels and three GCSEs or equivalent in 5 separate subjects including, English & Mathematics.

Mature Student Entry Route (MSER)

For entry to the ACCA professional qualification via the MSER, you must be over 21 years old. You must pass the equivalent of Papers F2, Management Accounting and F3, Financial Accounting within two years from the date of your first eligible ACCA examination session before further progression to the ACCA exams is permitted.

Certified Accounting Technician (CAT) Qualification

The CAT is ACCA's vocational introduction to accounting and is available to applicants 16 years or over. On completion of the CAT qualification, students are eligible for direct entry to skills module of fundamentals level of the ACCA.

Exemptions

Students who possess higher qualifications such as MBA, MSc in Finance or similar, may be awarded exemptions for up to all nine exams within the Fundamentals level and register directly at the Professional level. CAT passed finalists will be awarded exemptions from the Knowledge module - Paper F1, Accountant in Business, Paper F2, Management Accounting, and Paper F3, Financial Accounting. Students should contact the ACCA for further information before applying to LCC.

Important Dates

Deadlines for registration, exemption claims and examination entry are as follows:

	For June Exams	For December Exams
Registration	31 December	15 August
Exemptions	31 January	31 July
Examination Entry	15 April	15 October

Students completing Fundamentals level and by demonstrating their research, analysis, interpersonal, and IT skills by completing a Research and Analysis Project will be eligible for the BSc Honours degree in Applied Accountancy from Oxford Brookes University.

For information about exemptions and registrations please contact ACCA at:

ACCA Connect
 2 Central Quay,
 89 Hydepark Street
 Glasgow, G3 8BW
 United Kingdom
 Web:
www.accaglobal.com, General
 Enquires:
info@accaglobal.com Student
 Enquires:
students@accaglobal.com
 Tel:
 +44 (0)141 582 2000
 Fax:
 +44 (0)141 582 2222



Business and Management Studies

Association of Business Executives (ABE) ABE- Business Management

The Business Management programme provides a professional qualification that may be used to prepare directly for a career in business, or to gain advanced entry onto a range of professional qualifications and university degrees in the UK and overseas. The programme provides students with an appreciation of the theoretical issues currently involved in the study of business as well as a range of practical skills which will enhance their value to potential employers. The course is offered at three levels.

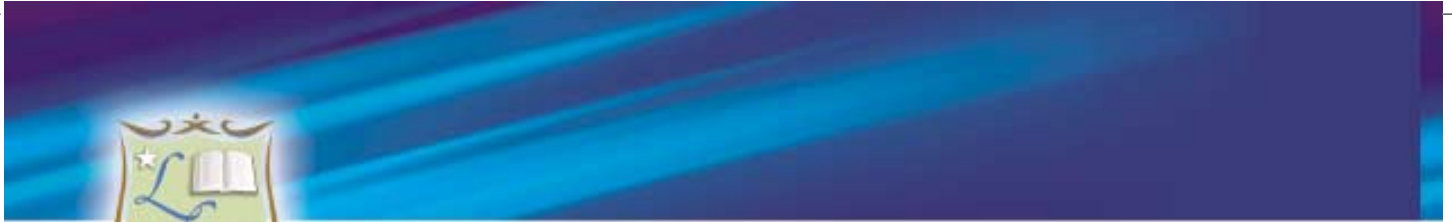
Levels	Entry Requirements:
Certificate <ol style="list-style-type: none"> 1. Introduction to Business 2. Introduction to Quantitative Methods 3. Introduction to Accounting 4. Introduction to Business Communication 	No formal qualifications are necessary, but applicants must demonstrate competence in the English language.
Diploma Part 1 <ol style="list-style-type: none"> 1. Economic Principles and their Application to Business 2. Organisational Behaviour 3. Financial Accounting 4. Quantitative Method for Business and Management 	ABE Certificate or Two A levels together with four GCSEs at Grade C or above including English and Mathematics, or equivalent UK or overseas qualification.
Diploma Part 2 <ol style="list-style-type: none"> 1. Marketing Policy, Planning and Communication 2. Human Resource Management 3. Management in Action 	
Optional (two from the following) <ol style="list-style-type: none"> 1. Principles of Business Law 2. Systems Analysis and Design 3. Managerial Accounting 	
Advanced Diploma Compulsory papers <ol style="list-style-type: none"> 1. Corporate Strategy and Planning 2. Managing in Organisations 3. International Business Case Study 	ABE Diploma in Business Management or other recognised qualification from an approved overseas institution
Optional (two from the following) <ol style="list-style-type: none"> 1. Strategic Marketing Management 2. Corporate Finance 3. Strategic Human Resource Management 4. Managing the Information Resource 	



ABE - Travel, Tourism & Hospitality

Tourism is one of the world's largest industries. This qualification links business principles with sector expertise. By choosing this qualification you will learn the basics about travel and tourism as well as business and accounting essentials. The course is offered at three levels.

Levels	Entry Requirements:
Certificate <ol style="list-style-type: none"> 1. Introduction to Business 2. Introduction to Accounting 3. Introduction to Business Communication 4. Introduction to Travel, Tourism & Hospitality 	No formal qualifications are required, but applicants must demonstrate competence in the English Language.
Diploma Part 1 <ol style="list-style-type: none"> 1. Economic Principles and their Application to Business 2. Organisational Behaviour 3. Financial Accounting 4. Travel, Tourism and Hospitality Diploma Part 2 Compulsory papers <ol style="list-style-type: none"> 1. Marketing Policy, Planning and Communication 2. Human Resource Management 3. Travel, Tourism and Hospitality Operations Management Optional (two from the following) <ol style="list-style-type: none"> 1. Principles of Business Law 2. Systems Analysis and Design 3. Managerial Accounting 	ABE Certificate in Travel, Tourism & Hospitality or Two A levels together with four GCSEs at Grade C or above including English and Mathematics, or equivalent UK or overseas qualification.
Advanced Diploma Compulsory papers <ol style="list-style-type: none"> 1. Corporate Strategy and Planning 2. International Travel, Tourism and Hospitality 3. Tourism and the Environment Optional (two from the following) <ol style="list-style-type: none"> 4. Managing in Organisations 5. Strategic Marketing Management 6. Strategic Human Resource Management 7. Managing the Information Resource 	ABE Diploma in Travel, Tourism & Hospitality or a degree awarded by a UK or overseas University or other recognised qualification from an approved overseas institution.



Students wishing to study any of the above ABE programmes must register with the ABE as a student member. Dates for registration and examinations are as follows:

Examinations	For June	For December
Registration	First Friday of March	First Friday of September
Examination Entry	First Friday in April	First Friday in October

ABE qualifications are well established and meet the entry requirements for BA(Hons) or MBA programmes at leading British and American Universities. Successful completion of the ABE Advanced Diploma will normally be accepted by most universities for entry into the 3rd year of the BA(Hons) or BBA degree or Postgraduate Diploma in Management Studies (DMS) leading to MBA.

For further information about ABE qualifications and registration, please contact college reception or ABE directly.

The Association of Business Executives

5th Floor, CI Tower, St. Georges Square High Street, New Malden, Surrey, KT3 4TT

Tel:

+(44) 0208 329 2930

Fax:

+(44) 0208 329 2945

Web:

<http://www.abeuk.com>

E-mail:

info@abeuk.com



Computing and Management of Information Systems

Institute for the Management of Information systems (IMIS)

The Institute for the Management of Information Systems (IMIS) is an international professional association devoted to supporting and promoting the profession of information systems management. IMIS is universally recognized as the professional body providing qualifications in the area of management information systems, which are vital for the effective management of business. London Camden College offers the IMIS course at three progressive levels, leading to acceptance for a BSc (Hons) final year at most UK universities.

Course structure:

Levels	Entry Requirements:
Foundation Diploma F11 Communication Skills F12 Arithmetic F13 Computer Awareness F14 Use of Packages F15 Book Keeping F16 Office Practise	No formal qualifications are required, but students must demonstrate competence in the English language and Mathematics.
Diploma D21 Information Systems Practice D22 Business Fundamentals D23 Communication and Business Technology D24 Programming and Web Applications D25 Business Information Systems D26 Information Systems Building	Completion of Foundation Diploma or four GCSE passes at grade C or above including English and Mathematics and one A level GCE, or equivalent overseas qualification
Higher Diploma H31 Management Information Systems H32 Information Systems Strategy H33 Contemporary Information Systems Development H34 Database Development H35 Project Management H36 Business Information Systems Project	Completion of Diploma or BTEC National Certificate/Diploma in Computing or a related subject, or five GCSE passes at grade C or above including English and Mathematics and two A Level GCEs, one of which must be in Computing.

Students who wish to study the above course must register with the IMIS as a student member. Course commencement dates are September and January each year with examinations in June and December. Entry dates for exams are 1st April and 1st October, respectively. For further details on registration and exemptions, please contact the college reception or IMIS directly.

Institute for the Management of Information Systems (IMIS)

5 Kingfisher House,
 New Mill Road
 Orpington, Kent BR5 3QG
 Tel: 0700 00 23456
 Fax: 0700 00 23023
 Web: www.imis.org.uk
 Email: central@imis.org.uk



British Computer Society (BCS)

The British Computer Society (BCS) is the industry body for Information Technology (IT) professionals and a Chartered Engineering Institution for IT. Its objectives are to promote the study and practice of computing and to advance knowledge of and education in IT for the benefit of society. Successful completion of the BCS Professional Graduate Diploma examination and Professional Project (PGD Level) allows you to pursue postgraduate study (MSc in IT related-disciplines) at selected UK universities.

Levels	Entry Requirements:
<p>Certificate</p> <ul style="list-style-type: none"> ▶ Information Systems ▶ Software Development ▶ Computer and Network Technology <p>Diploma</p> <ul style="list-style-type: none"> ▶ Professional Issues in Information Systems Practice (Core Module) ▶ Computer Networks ▶ Database Systems ▶ IT Project Management <p>Professional Graduate Diploma</p> <ul style="list-style-type: none"> ▶ Advanced Database Management Systems ▶ Distributed and Parallel Systems ▶ Management Information Systems ▶ Network Information Systems 	<p>No formal qualifications are required for the certificate level, but applicants must demonstrate competence in the English language.</p>

Course Duration: 3 Years

For further details, please contact the college reception or BCS directly.

Swindon Office (HQ) BCS

First Floor, Block D
 North Star House
 North Star Avenue
 Swindon, UK, SN2 1FA
 Tel:
 +44 (0)845 300 4417
 Fax:
 +44 (0)179 341 7444
 Email:
 bcshq@hq.bcs.org.uk
 Web:
 www.bcs.org





English Language

English as a Foreign Language

London Camden College offers a wide range of English language courses throughout the year to suit students of all abilities and ages.

General English

We offer general English language courses to students who wish to improve their skills in reading, writing, speaking and listening. Courses are offered at different levels ranging from Beginners to Advanced. Students are assessed on admission and assigned to a suitable level. As they make progress, however, they are able to move on to a higher level.

Level 1 - Beginner's English

Level 1 will give you the confidence to ask for information to meet everyday needs in a limited range of social and work settings, such as asking for directions, understanding basic instructions, etc.

Level 2 -Elementary English

Level 2 will enable you to perform a range of familiar and non-routine tasks in everyday social and work contexts. After completion of this level, you will be able to use a limited range of language skills to deal with various situations and topics, such as giving opinions on everyday matters.

Level 3 -Intermediate English

Level 3 will enable you to use the English language in a variety of contexts with a degree of autonomy. You will learn to select and use language appropriately in new situations such as persuading people, expressing opinions, arguing a case, etc.

Level 4 -Advanced English

Level 4 will enable you to use the English language fluently and accurately. Your better understanding of its subtleties will enable you to use complex language in both professional and cultural contexts.

Examination Preparation Courses

Our examination preparation courses are specially designed to prepare students for internationally recognised English examinations such as Cambridge First Certificate, Pitman, RSA, and the IELTS.

Our teaching staffs are well qualified, friendly and experienced in teaching English as a Foreign Language. We give special emphasis to teaching in small class sizes so that each student receives personal attention.

For further information, please contact the college reception or the Head of Department of English.



General Information

Admission Guidelines

All applicants must complete the application form, which can be downloaded from our web site. Please return the form to the College Admissions Office with the following:

1. Two passport-sized photographs
2. Photocopies of qualifications (if in a language other than English, please provide English translations certified by a relevant authority)
3. Evidence of work experience, where applicable.
4. Course fees
5. Proof of identity (your passport or full driving licence)

If your qualifications match the entry requirements for your proposed course, the college will send you an acceptance letter detailing:

The Course for which the application was made, Course fees, the date by which it must be paid, The Date of course commencement and maintenance funds required for the duration of the course for the students applying from the abroad.

For overseas students, the acceptance letter may be used to process foreign exchange through central banks.

On receipt of tuition fees, the college will issue a Letter of Enrolment confirming reservation of a place in the course. Payments may be made either by banker's draft or by bank transfer directly into the college account.

Bank Name:	HSBC
Account Name:	London Camden College
Bank Account No.:	81774085
Bank Sort Code:	40-06-30
IBAN:	GB43MIDL40063081774085
BIC:	MIDLGB142R
Bank Address:	15 The Mall Stratford London E15 1XL

Please ensure that you put your personal details on the draft/postal order or bank remittance. Overseas students will need the Letter of Enrolment to apply to the British High Commission/Embassy for a student visa. We will send you general information regarding visa applications along with the enrolment form.



Visa Application

Once a place has been reserved in the course, students requiring entry clearance should visit the British Embassy/High Commission in person. The following documents should accompany the visa application:

1. Letter of Enrolment issued by the College
2. Passport
3. Documents showing your ability to pay for the cost of your course and stay in the UK, such as bank statements, pay slips, letter from your employer, etc
4. If you are sponsored, you will need a letter confirming that your sponsor will meet the cost of your course and stay in the UK, and documents showing that your sponsor has undertaken to pay for these.
5. Evidence of accommodation booking
6. Proof of educational qualifications and training completed
7. Letter from your employer if you are working
8. Proof of the applicant's intention and financial means to return back to his/her home country on completion of the course.

Further information regarding visa applications can be obtained from your nearest British Embassy/High Commission or Consular Office.



Important Information for Overseas Students

On Arrival in the UK

Immigration authorities often require students to show evidence of enrolment at the College, and to provide proof of ability to pay fees and living expenses for a full academic year before allowing entry to the UK.

You will need to have British currency and traveller's cheques available, and bring enough money to cover your immediate expenses in the UK, including customs charges, rail fares and any emergency expenses.

Airport Reception Service

Students arriving in the UK for the first time may wish to be met by a college representative at the airport. London Camden College can arrange an airport reception service from Gatwick and Heathrow airports. Heathrow airport is about 19 miles from the college, while Gatwick airport about 39 miles. A small charge of £75 for Heathrow airport and £95 for Gatwick airport is payable. Please let the college know in advance if you require this service.

Accommodation

The college can arrange accommodation to suit your needs. Accommodation can be arranged in either single or shared rooms with private landlords, at your request. The rent for economy accommodation is likely to be approximately £75-£100 per week. If you would like us to arrange accommodation, please write to the College at least 4 weeks in advance of your arrival in the UK and forward £400 as accommodation deposit.

Healthcare

Overseas students enrolled in courses of six months' duration or more are entitled to free healthcare from the National Health Service. Spouses and children under the age of sixteen are also entitled to NHS treatment. Students should register with a local NHS General Practitioner to receive free treatment in NHS hospitals.

Career Advice

London Camden College offers students advice on course choice and future careers. Career guidance can also be provided by your head of department or specialist recruitment agency working on behalf of LCC.

Employment for Overseas Students

Full-time students are allowed to work part-time up to a maximum of 20 hours a week during term time, and full-time during vacations. LCC can assist students in finding suitable part-time employment.



Bank Account

Overseas students enrolled in courses of one year duration or more are eligible to open a personal bank account in the UK. You must provide photo ID (passport or full driving licence) and proof of address in the UK in the form of a utility bill, tenancy agreement or council tax letter. Students are advised to bring bank statements or an official bank letter from their home country.

Free English Language Classes.

Full-time students experiencing difficulties with English, are encouraged to attend English language classes free of charge whilst continuing on with their main course of studies.

Student Library and Computer Facilities

London Camden College stocks recommended course texts and subscribes to journals and magazines of interest to students. Students are able to borrow books for a day for study on the college premises. In addition, the college has a state-of-the-art computer library where students can access online information.

Visa Extension Services

Overseas students requiring extension of their visa while studying at the college may request that the college administration submit their application to the home office on their behalf. This request must be accompanied by the appropriate visa extension fees.

Travelling and Living in London

Getting around London is easy with the London Underground, buses and trains. You may find the cost of living in London rather expensive. Please make appropriate financial arrangements for the duration of your study in London. The weather in London is variable and can be rather cold in winter. You should bring some warm clothes with you.

For further information about living and studying in London, please contact your local British Council office, or visit their web site at <http://www.britishcouncil.org>.

College Location

London Camden College (LCC) is located in the heart of London. London Camden College is minutes away from the city, busy Camden market and many other attractions with excellent transport links from all parts of London.



College Rules and Regulations

All students must:

1. Attend classes regularly in accordance with timetables provided. A minimum of 85% attendance is required in each unit. If attendance falls below this mark without a valid reason, students may be suspended, not permitted to take examinations, or both.
2. Be punctual, persistent latecomers are likely to be suspended.
3. Study to the best of their ability and hand in assigned works on time.
4. Respect users of the College whether they be students, staff, volunteers or members of the public.
5. Behave in a way which respects the needs of others to learn, teach and work in a peaceful environment.
6. Respect college property, including that of staff and other students.
7. Be aware of the college equal opportunity policy and treat everyone with respect regardless of culture, race, gender, religion, sexual orientation, disability or social status.
8. Inform the college if they feel harassed, bullied or assaulted on or off campus.
9. Pay tuition fees on time and inform the college of any changes in personal details including address.
10. Carry their student identity card with them at all times and produce it on request.
11. Turn off mobile phone while in lectures or tutorials.
12. Follow the College's health and safety regulations and behave in a way which does not compromise their own safety and that of others.
13. Not, on college premises, be under the influence of drugs, alcohol or other illicit substances.

Misconduct

Disciplinary action will be taken against any student found guilty of misconduct. The College may suspend or expel such offenders.



Misconduct includes:

1. Failure to follow reasonable instructions given by staff.
2. Behaviours which are disruptive to teaching, learning and other college activities.
3. Smoking within the college premises.
4. Failure to follow health and safety regulations.
5. Causing damage to College buildings, equipment, books or furniture.
6. Misusing college resources and facilities such as the library, software or computers.
7. Selling or using illegal drugs or consuming alcohol on college premises.
8. Attending college under the influence of drugs or alcohol.
9. Displaying racially or sexually offensive behaviour.
10. Violence or threat of violence.
11. Any illegal act on or off the college premises, which may harm the reputation of the College.

Gross Misconduct

Any behaviour involving violence, or threat of violence, deliberate damage to property, disruptive behaviour, bullying, harassment, intimidation, dishonesty (including cheating and theft), or any illegal activity will be treated as 'gross misconduct'. These are only examples and not a complete list of the types of behaviour which the College may treat as 'gross misconduct'. Anyone found guilty of gross misconduct will be suspended or expelled from the College. A thorough investigation will be conducted in every case and the principal's decision will be communicated to the student, subject to the right of appeal.



Courses and fees

1. Students must pay course fees in full before commencement of the course, unless otherwise arranged with the College.
2. Students are required to register with professional bodies and pay the appropriate registration and examination fees. Examination fees are not be refundable under any circumstances.
3. The College will not refund any tuition fees once classes have commenced. If a student decides to cancel the course before commencement, he/she must advise the College at least 4 weeks prior to course commencement. An administrative charge of £125 will be deducted from the fees and the balance amount will be refunded.
4. The College reserves the right to cancel a course without prior notice if there are insufficient student numbers or for any other reason. In that event, any full fees paid in advance will be refunded, or alternatively students will be given the opportunity to transfer to another course if the student so wishes and places are available.
5. The College requires all fees to be paid on time. Failure to do so may result in suspension, not being allowed to sit college examinations or the withholding of results.
6. Unless prior arrangements have been made, overseas students must pay tuitions fees before course commencement. Home students and overseas students who have spent at least one year as a student with the College may pay their fees in two equal installments, provided a) a surcharge of 10% is paid on the full fee with the first installment and b) the second installment is paid at the commencement of the second term.
7. The College reserves the right to review its fees at any time.

Withdrawal from a course

If you wish to withdraw from a course for whatever reason, then:

1. Withdrawals must be made in writing and will only apply from the date it is received by the College administration.
2. For withdrawals received more than four weeks before course commencement, an administrative charge of £125 will be deducted from the deposit and any balance refunded.



3. For withdrawals received less than four weeks before course commencement, no deposit will be refunded. Where withdrawals are received after the course commencement date, for whatever reason, no refund will be given. In addition, any outstanding fees will be required to be paid in full.
4. Overseas students should note that where the College has sent letter(s) to the Home Office to support a student visa application, the College must notify the Home Office of any withdrawals from the course. Once the student has obtained a visa, any fees or deposits paid by the student to the college are non-refundable.
5. For students who are unsuccessful in obtaining a student visa, a full refund (less the £125 non-refundable administrative charge) will be granted on receipt of a written request for a refund together with the original College receipt (Photocopies or fax are not accepted), original enrolment letter issued by LCC, an original copy of the official visa refusal letter issued by the relevant British High Commission/Embassy, and a copy of the student's passport showing both photograph and signature.

Refunds under this section should preferably be submitted before the commencement date of the course, otherwise within the first four weeks of class commencement at the very latest. Please allow a minimum of three weeks to process refunds.



London Camden College

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Tel: +44 (0) 207 485 3666 Fax: +44 (0) 560 116 0434
Website: londoncamdencollege.co.uk
E-mail: admin@londoncamdencollege.co.uk

Travel Information:

LCC is located on 11A Pratt Street one minute walk from the junction of Camden High Street and Pratt Street. We are in the first floor of 11A Pratt Street.

Public Transport:

Bus No: 274, C2, 24, 27, 29, 31, 88, 134, 168, 214, 253 stop at a minutes walking distance.
Underground: Camden Town and Mornington Crescent Stations about 5-7 minutes walk.
National Rail: Camden Road Station about 8-10 minutes walk.

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