



Business & Computing Examinations (BCE)

3rd Floor, 207 Regent Street
LONDON W1B 3HH, United Kingdom

Tel: 44 207 993 4469

Registered No.: 3993276 (England)

Web: www.bcexam.com

email: info@bcexam.com

BCE London Business & Computing Qualifications

Recognised by



All BCE Qualifications are accredited by International Independent Business University (IIBU) in association with Institute of Independent Business (IIB) UK



BCE is a member of International Network for Quality Assurance Agencies in Higher Education (INQAAHE)

BCE offer practical qualifications applicable to both independent businesses and multinational corporations. On completion of Level 6 (Advanced Diploma) level, learners qualify to register for IIBU Master of Business Arts Degree (MBArts) degree program. BCE qualifications can be undertaken in two ways:

- ▶ Full-time study through an Approved BCE Centre
- ▶ Distance Learning.

We are living in tough times, hence choosing the best suitable qualification is of paramount importance in shaping your career path. BCE qualifications enable you to link with the international world.



▶ Certificate Level 3 and 4

▶ Diploma Level 5

▶ Advanced Diploma Level 6

Syllabus outline available at www.bcexam.com

There are three examinations in a year: April, August and December

Download Examination Fees and Examination Timetable at www.bcexam.com

- ▶ **International Independent Business University (IIBU) MBArts Degree**
[Learner study manuals available for all BCE Qualifications and IIBU MBArts Degree]

To run BCE Qualifications and IIBU MBA Degree Program, a Centre should receive written approval. For more information; email info@bcexam.com

List of BCE Business & Computing Qualifications and IIBU MBArts Degree Program



Your education is a story; changed by BCE Qualification this is a journey not a destination
Qualifications that need no introduction!

Business Qualifications Listing

1. Accounting		
Level 5 Diploma in Accounting & Finance (519) <ul style="list-style-type: none"> Financial Accounting Corporate Finance Auditing & Assurance Management Accounting Taxation * Forensic Accounting Project (Coursework) 	Level 6 Advanced Diploma in Corporate Financial Reporting (520) <ul style="list-style-type: none"> Advanced Financial Reporting Advanced Management Accounting Quantitative Methods for Business Financial Accounting Theory Project Risk Management Project (Coursework) 	Level 5 Diploma in Computerised Accounting (333) <ul style="list-style-type: none"> Windows Operating System Accounting for Computerised Accounting Accounting Information System Excel Accounting Quickbooks Accounting Sage/Pastel/Tally/Myob Accounting † Project (Coursework)
2. Business Administration		
Level 4 Certificate in Business Studies & Internet Technology (301) <ul style="list-style-type: none"> HTML Internet Technology Accounting Principles Business Communication Business Organisation Business Maths Project (Coursework) 	Level 5 Diploma in Business Admin & Computer Systems (501) <ul style="list-style-type: none"> Business Computer Systems Accounting Business Administration Economics Business Ethics Project (Coursework) 	Level 6 Advanced Diploma in Business Admin & Database Technology (900) <ul style="list-style-type: none"> Management Information Systems & SQL Human Resource Management Marketing Management Management Accounting Financial Management Project (Coursework)
3. Project Management		
Level 5 Diploma in Project Management (888) <ul style="list-style-type: none"> Project Management Skills Project Management Information Systems Business Analysis Project Quality Management Project Risk Management Project (Coursework) 	5. Management	
Level 5 Diploma in Management (890) <ul style="list-style-type: none"> Operations Management Business Strategy Organisational Management International Business Management Business Law Project (Coursework) 		6. Human Resource
Level 5 Diploma in Business Economics (870) <ul style="list-style-type: none"> Business Finance Managerial Economics International Trade & Policy Economics Real Estate Management Project (Coursework) 		Level 5 Diploma in Human Resources Management (630) <ul style="list-style-type: none"> Human Resource Management Organisational Behaviour Managing the Labour Market Labour Law Training & Development Project (Coursework)
4. Business Economics		
Level 6 Advanced Diploma in Management (891) <ul style="list-style-type: none"> Project Management Skills Entrepreneurship Strategic Management Business Statistics International Politics Project (Coursework) 		Level 6 Advanced Diploma in Human Resources Management (631) <ul style="list-style-type: none"> Project Management Skills Organisational Development Industrial Organisation Business Research Methods Ethics in Management Project (Coursework)
7. Marketing		
Level 5 Diploma in Marketing (880) <ul style="list-style-type: none"> Services Marketing & Management Sales Management Purchasing & Supply Management Marketing Management Retail Management Project (Coursework) 	8. Finance	
Level 5 Diploma in Finance (530) <ul style="list-style-type: none"> Public Finance Financial Markets & Investments Financial & Managerial Accounting Financial Management Corporate Governance Project (Coursework) 		9. Administrative
Level 6 Advanced Diploma in Marketing (881) <ul style="list-style-type: none"> Consumer Behaviour International Marketing Strategic Marketing Marketing Research Advertising Management Project (Coursework) 		Level 5 Diploma in Administrative Assistant (677) <ul style="list-style-type: none"> Help Desk & Problem Solving Skills Accounting Business Management Business Legal & Regulatory Environment Personal Finance Project (Coursework)
10. Hospitality		
Level 5 Diploma in Hotel Management (610) <ul style="list-style-type: none"> Front Office Management Food & Beverage Management Hospitality Management Hospitality Managerial Accounting Hospitality Strategic Management Project (Coursework) 	Level 5 Diploma in Travel & Tourism Management (620) <ul style="list-style-type: none"> Tourism Management Travel & Tourism Marketing Tourism Law World Geography GDS Fares and Ticketing Project (Coursework) 	Level 5 Diploma in Secretarial Studies (777) <ul style="list-style-type: none"> Computer Keyboard, Typing & WordProcessing Skills Accounting Business Office Skills Business Legal Documents Managerial Comm & Interpersonal Skills Project (Coursework)

* **Taxation.** Syllabus to be tailor made to conform to local tax pertaining to Centre country; hence exam questions will be based on country taxation system.
† **Sage/Pastel/Tally/Myob Computerised Accounting Packages** - Centre to choose only one package from the list. However, if Centre opts for more than one; examination fee of £25 per each extra package applies.



Your education is a story; changed by BCE Qualification this is a journey not a destination
Qualifications that need no introduction!

Computing Qualifications Listing

1. Information Technology

Level 3 Certificate in Information Systems (102)

- Introduction to Computers
- Business Information System
- Business English & Report Writing
- Project (Coursework)

Level 5 Diploma in Information Technology (103)

- Windows Operating System
- PowerPoint
- Word
- Excel
- Access
- Project (Coursework)

Level 6 Adv Diploma in Info Tech (104)

- Adv. Windows Desktop Operating Sy.
- Email Communication & Internet Tech
- Advanced Word
- Advanced Excel
- Advanced Access
- Project (Coursework)

2. Computer Science

Level 4 Cert. in Computer Fundamentals (105)

- HTML Internet Technology
- Introduction to Programming
- Computer Fundamentals
- QBasic Programming
- Business Maths
- Project (Coursework)

Level 5 Diploma in System Design (401)

- Business Computer Systems
- System Design
- Network Fundamentals
- Pascal Programming
- Operating System Management
- Project (Coursework)

Level 6 Adv Diploma in Comp Science (907)

- Computer Systems Architecture
- Database Technology
- Management Science
- Data Communications & Networking
- Software Engineering
- C and VB .Net Programming
- Project (Coursework)

3. Networking

Basic Networking

Level 4 Certificate in Networking (107)

- Networking Essentials
- Windows Client Networking
- Windows Server Admin & Implementation
- TCP/IP Network Architecture
- Network Security
- Project (Coursework)

Specialised Routing Networking

Level 5 Diploma in IP Routing (111)

- Technological Elements of Networks
- Internetwork Infrastructure
- IP Routing Technology
- Connecting Routing Devices
- Introduction to Telecommunications
- Project (Coursework)

Specialised Unix Networking

Level 4 Certificate in Unix Networking (188)

- Overview of Operating Systems
- Introduction to SCO Unix
- Introduction to Linux
- Introduction to Solaris
- Introduction to Shell Programming
- Project (Coursework)

Specialised Computing & Networking Level 5 Diploma in PC Engineering & Structured Cabling (108)

- PC Engineering
- Data Recovery & System Diagnostics
- Structured Cabling
- Wireless Networking
- Computer Security
- Project (Coursework)

Level 6 Advanced Diploma in Routing & Switching (112)

- Advanced IP Routing
- Switching
- Adv. LAN, WAN & Switching Configuration
- Telephone Signalling Sy Technologies
- Fibre Optic Technology
- Project (Coursework)

Level 5 Diploma in Unix Networking (189)

- Unix Performance Management
- SCO Unix Administration
- Linux Administration
- Solaris Administration
- Perl Programming
- Project (Coursework)

Level 5 Diploma in Windows Server Networking (200) - Specialised Windows Networking

- Windows Server Administration
- Windows Server Active Directory
- Windows Server Infrastructure
- Windows SQL Server Database Administration
- Windows Exchange Server
- Project (Coursework)

4. Web Design

Level 5 Diploma in eCommerce & Web Design (901)

- eBusiness Fundamentals
- HTML Authoring
- XML Document Creation
- JavaScript
- DreamWeaver
- Flash
- Project (Coursework)

5. Graphic Design

Level 5 Diploma in Graphic Design (991)

- Introduction to Computer Graphics
- PageMaker/InDesign
- Illustrator
- Photoshop
- CorelDraw
- AutoCAD
- Project (Coursework)

6. Programming

Level 5 Diploma in Programming (601)

- Programming Principles & Paradigms
- C Programming
- VB .Net Programming
- C++ Programming
- Java Programming
- Project (Coursework)

Level 6 Adv Diploma in Web Development

- Advanced HTML
- Advanced JavaScript
- Web Server Configuration
- ASP .Net
- PHP
- Project (Coursework)

Level 6 Adv Diploma in Graphic Design (992)

- Adv Windows Desktop Operating System
- Computer Animation
- Photography & Video Editing
- Adobe Acrobat
- Advanced AutoCAD
- Project (Coursework)

Level 6 Advanced Diploma in Programming (602)

- Advanced Operating System Principles
- Advanced C Programming
- Advanced VB .Net Programming
- Advanced C++ Programming
- Advanced Java Programming
- Project (Coursework)

7. Database

Level 5 Diploma in Database Administration (990)

- Oracle SQL
- Oracle Database Administration
- Oracle Solaris Network Administration
- Oracle PL/SQL
- Windows SQL Server Database Admin
- Project (Coursework)

Level 5 Diploma in Database Developer (997)

- Programming the Web using HTML & XML
- Oracle Reports Developer
- Oracle JDeveloper
- Oracle Forms Developer
- Oracle Designer
- Project (Coursework)



Entry Requirements: BCE Diploma Level 6 (Advanced Diploma)

Duration: 2½ years

The IIBU Master of Business Arts (MBArts) degree program is a unique offering that combines practical experience in consulting with academic work. The program provides the candidate with the skills needed to address the issues faced by independent businesses - along with the support needed to actually start and operate a successful independent consulting practice. The MBArts is designed to enhance your knowledge, skills, and abilities to deliver and assess professional and competent services to the general public.

Master of Business Arts (MBA)

Year 1: Semester 1 - Track 1 Business Planning			
Month 1 <ul style="list-style-type: none"> Competitive Advantage Company Vision & Mission Business Plan 	Month 2 <ul style="list-style-type: none"> Developing a Product Strategy Financial Planning Marketing & Sales Planning 	Month 3 <ul style="list-style-type: none"> Operational Planning People Planning Organisational Structure 	Capstone Project * <ul style="list-style-type: none"> Set up a Consultancy business Create a Marketing Plan Actively Prospect for clients
Year 1: Semester 2 - Track 2 Accounting & Finance			
Month 5 <ul style="list-style-type: none"> Prudent Financial Management Securing Capital Budgeting 	Month 6 <ul style="list-style-type: none"> Dealing with Financial Institutions Cash Management Inventory Management 	Month 7 <ul style="list-style-type: none"> Financial Reporting Business Expansion Acquisitions 	Capstone Project <ul style="list-style-type: none"> Continuous prospecting using a variety of activities Obtain clients using the IIB Business System Planning (BSP) Methodology Begin consulting (as a Generalist) with a client
Year 1: Semester 3 - Track 3 Sales & Marketing			
Month 9 <ul style="list-style-type: none"> Defining a Market Branding & Product Management Advertising, Promotion & Public Relations 	Month 10 <ul style="list-style-type: none"> Guerrilla Marketing Internet Marketing Social Media 	Month 11 <ul style="list-style-type: none"> Managing & Compensating a Sales Team Customer Service & Satisfaction International Marketing 	Capstone Project <ul style="list-style-type: none"> Continuous prospecting using a wider range of techniques Close multiple clients and consult as a Generalist Use Generalist tools and templates Use a Specialist on at least one engagement
Year 2: Semester 1 - Track 4 Operations			
Month 1 <ul style="list-style-type: none"> Costing & Pricing Operating Cost-Control Systems Finding & Managing Facilities 	Month 2 <ul style="list-style-type: none"> The Need for Capital Equipment Lease vs Buy Measuring & Managing Productivity 	Month 3 <ul style="list-style-type: none"> Business Process Improvement Quality Management Effective Project Management 	Capstone Project <ul style="list-style-type: none"> Prospecting and building a multiple-client practice Use a variety of Specialists with a variety of clients Utilise structured client-management techniques
Year 2: Semester 2- Track 5 Managing People			
Month 5 <ul style="list-style-type: none"> Leadership Effective Communication Relationship Management 	Month 6 <ul style="list-style-type: none"> Motivation Business Coaching Negotiation 	Month 7 <ul style="list-style-type: none"> Creating Contracts Alternative Dispute Resolution Managing Change 	Capstone Project <ul style="list-style-type: none"> Complete tutorial on writing a Case Study Prepare a proposal / outline of an in depth Case Study
Year 2: Semester 3- Track 6 Management & Use of Technology			
Month 9 <ul style="list-style-type: none"> Business Intelligence Effective Information Flows Creating Information Systems & Databases 	Month 10 <ul style="list-style-type: none"> External Information Sources Establishing Accounting System Customer Relationship Management (CRM) 	Month 11 <ul style="list-style-type: none"> The Internet Technology Management The Future of Technology 	Capstone Project <ul style="list-style-type: none"> Complete the in-depth Case Study Package Journal / Case Study into final submission Submission acceptance – Case Study published by IIB
Year 3: Semester 1 - Track 7 Exiting a Business			
Month 1 <ul style="list-style-type: none"> Dealing with Insolvency Valuing a Business The Process of Exit Planning 	Month 2 <ul style="list-style-type: none"> Effective Succession Planning Selling a Business Outside Transition Management 	Month 3 <ul style="list-style-type: none"> Transitioning a Family Business Creative Options for Exiting Planning Life after a Business Transition 	Graduation

*Capstone Project – learners develop a consultancy business based on real-life situation and demonstrate their ability to communicate the consultancy firm to clients.