

# P R O S P E C T U S 2010 / 2011



Concepts College London,  
7th Floor Ambassador House, Brigstock Rd,  
Thornton Heath, CR7 7JG, United Kingdom

Telephone: +44 (0) 20 8684 1888, Fax: +44 (0) 20 8665 8200

Email: [info@conceptscollege.co.uk](mailto:info@conceptscollege.co.uk)

## Welcome by the Principal

The Principal and management of Concepts College London are pleased to welcome you as our student. We thank you for taken your time to go through our prospectus and we hope as you read it you will be more convinced you have made the right choice. We are delighted that you are considering joining our College. Choosing to undertake a course at Concepts College brings with it a whole new set of challenges hence we offer help and support to make your experience exciting and durable throughout your time with us. The choice of courses we offer at the college means we attract a diverse student population that reflects our internationalism, enabling us to welcome students across the UK and overseas. We offer wide range of courses; diploma, advanced diploma, postgraduate diploma and foundation courses in different academic fields. The College is fully accredited by ASIC (Accreditation Service for International Colleges) and is 'A' rated in UKBA sponsorship list for International student recruitment. As much as this prospectus may be informative and helpful, it will be impossible to tell you all about the college in a few pages, so please do visit us or check our website at [www.conceptscollege.co.uk](http://www.conceptscollege.co.uk) and realise that there is no other better place for you than here with us.

I look forward to welcoming you to the college soon.

Principal

## **About The College**

Concepts College London is among the leading Colleges in UK. It is Located in an inspiring location in South London, surrounded by cultural diversity and heritage, with easy access to and from the College by train and buses. Greater percentage of our students is International, resulting in a richly diverse multicultural mix of students from all around the world. The College is housed in modern accommodation with well equipped classrooms, library, computer lab etc. All our courses are tailored to meet UK educational standard with certificates issued by UK awarding bodies. Our expert teaching meets students need and values, allowing them to pursue their educational and professional goals. We offer wide range of courses; Diplomas, Advanced Diplomas and Post Graduate Diplomas in different academic fields.

## **Mission Statement**

To be a centre for excellence in learning and supporting students actualize their academic potentials in a very friendly environment.

# Student Support Services

## Supporting You and Your Studies

We place great emphasis on supporting and guiding our students in all their undertakings while studying in our college. You are important to us and we will do everything we can to try to make your time here as enjoyable and productive as possible. The college is well equipped and we will ensure that you take a full part in college life.

### Personal Tutor

We do not believe in making assumptions about prior learning so there are plenty of opportunities to bridge any gaps in your knowledge. If we identify that you need a Personal Tutor to support you meet your academic challenges, we will allot one to you. You will meet with him as need demands for academic supports. He will play a key role in making sure that you are on track, taking a genuine interest in you as an individual, helping you set priorities and identify ways in which you can do better on your course.

## Extra Support

We welcome applications from students with learning difficulties, disabilities and medical conditions. It is important that you tell us on your application form whether you will require any extra support, so that we can make sure that it is there for you. If you would like to discuss any issue, please contact our Student affairs department.

## English Language

English language is the only acceptable medium of communication between lectures and students throughout UK educational Institutions. We believe a student will never appreciate the quality of lectures given if he does not comprehend what the lecturer is teaching because of his poor understanding of English. There are programme in place to help you improve on your spoken and written English.

### Course Representative

We always encourage free flow of communication between management and our students. Each course is expected to elect a representative who will meet regularly with management and teaching staff to discuss course related issues and problems. The course representative will then feedback discussion points to fellow students. This could throw light and may result in changes as to how your course is run or managed.

## Study Support Groups

We encourage students to form study support groups. We have a team of well-trained tutors who will discuss with you how they can best meet your specific needs.

## Counselling

Counselling is available for students who are experiencing personal difficulties. Talking things through with a counsellor can often help when we are facing difficult situations. Counselling provides a suitable environment for you to release personal and emotional issues in confident. Our counsellors are well experienced and will work with you to identify ways to move forward in your life.

## Accommodation

We know how stressful it could be to find a suitable living accommodation especially for an overseas student. We try to take away these worries from you by providing you with a list of dedicated estate agents, who specialise in student accommodation and can find you accommodation that suits you and your budget.

### Options

- Rent a room in a shared house
- Rent a room in a shared flat
- Rent a flat in private accommodation
- Rent a room in a student hostel

## Airport Collection Service

College fully understand how confusing it could be for first time traveller abroad. So college provides airport collection service on request and this attracts a fee. However formal request must be made either by phone or email.

## First Aid Officer

We have a well equipped First Aid department and our First Aid Officer is also available during college hours for helpful advice and in case of emergency treatment.

## Equal Opportunities

We pride ourselves on being a caring community and believe that everyone is of equal value irrespective of ethnic origin, religion or belief, gender, class, age, sexuality, disability or any other perceived difference. We will take active steps to promote equality of opportunity and celebrate diversity and will take action to prevent racial or sexual harassment, racist jokes and insults, bullying and any other form of intimidation or discrimination. We are committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. We will make any reasonable adjustments to our provisions to ensure that anyone with a disability is not substantially disadvantaged.

## Free Medical Care for Overseas Students

International student who enrol for a course of programme for more than six months duration will be entitled to free medical treatment in all UK Hospital under National Health Service.

# Facilities

## Learning Resources

We have an IT lab in the college which will be used for teaching IT related subjects. Students will have free access to this facility when it is not being used for teaching. You will be given your own personal network account which allows you not only to use the computer but to use colour printers, scanners and photocopiers. The building is also wireless-enabled, making it easy for you to use your laptop if you need to. Our friendly team of professional and experienced staff are happy to help you find the information you need, answer any of your IT queries and support your use of online resources and audio-visual equipment.

## Classrooms

Every classroom will have a projector, suitable seats and a computer or laptop for the tutor for lectures.

## Common Room

We do not have a canteen but we have a common room with a drink machine in the college for light refreshments, you may as well eat your brought in food there. Besides, there are numerous bars, restaurants and sandwich shops within close proximity to the college.

## Library

We have a library at the college with texts and materials on the courses we are running or intend to run. Students can borrow books from the library in line with the library rules of the college. Also you will have access to the Local Croydon library, situated just a few minutes' journey from the college. There you can also borrow books relevant to your course and novels and music.

**The Following Courses are offered as at the time of producing this prospectus. Check our website for new courses as it is constantly updated.**

## **International English Course**

ESOL Skills for Life

The Trinity ESOL Skills for Life examinations are designed specifically in accordance with the Adult ESOL Core Curriculum. They are designed for:

Students whose English competence is low

Settled communities

Refugees and asylum seekers

Migrant workers

Partners and spouses of learners settled in UK

Duration: 3 Months

Fees: £500

(Awarding Body: Trinity College London)

## **Diploma in Business Studies Subject includes:**

International Business Communications

Business Management & Administration

Numeracy & Statistics

Marketing

Accounting

Economics for Business

Business Law

Organisational Behaviour

(Awarding Body: ICM- Diploma in Business Studies is awarded on completion of all above 8 subjects except exemption is given)

Duration: 12 Months

Fees: £3750

Note: Students need to pay ICM Registration and Exam fees separately; this is not included in Tuition Fees.

## ICM-Advanced Diploma in Business Studies

Strategic Management

Marketing Management

Human Resources Management

Customer Service

(Awarding Body: ICM - Advanced Diploma in Business Studies is awarded on completion of all above 4 subjects and 8 subjects of Diploma Business Studies except exemption is given)

Duration: 18 Months

Fees: £4500

Note: Students need to pay ICM Registration and Exam fees separately, which is not included in Tuition Fees.

## Diploma in Professional Computing and Information Processing Subjects.

- Information Processing
- Programming
- General Purpose Software
- Numeracy & Statistics
- Number & Logic
- Systems Analysis
- Applications
- Programming Project

(Awarding Body: ICM- Diploma is awarded on completion of the above 8 subjects except exemption is given)

Duration: 12 Months

Fees: £3750

Note: Students need to pay ICM Registration and Exam fees separately, which is not included in Tuition Fees.

## Advanced Diploma in Professional Computing and Information Processing

Managing Computer Systems

Hardware & Operating Systems

Networks

Feasibility Study

(The ICM Advanced Diploma in Professional Computing & Information Processing is awarded on completion of 4 subjects and 8 Subjects of Diploma in Professional Computing & Information Processing except exemption is given)

Duration: 18 Months

Fees: £4500

Note: Students need to pay ICM Registration and Exam fees separately, which is not included in Tuition Fees.

## Post Graduate Diploma in Business Management Subjects (Level-7)

### **Mandatory**

Unit 1 - Marketing

Unit 2 - Financial Management

Unit 3 - Management Behaviour

Unit 4 - Business Strategy

Optional (any one from 5 or 6)

Unit 5 - Human Resource Management

Unit 6 - Communication Process

(Plus any one from 7 or 8)

Unit 7 - Business Globalisation

Unit 8 – Macroeconomics

### **Research Project /Dissertation - Mandatory**

Duration: 15 Months

Tuition Fees: £4500

Note: Students need to pay ATHE Registration and Exam fees separately, which is not included in Tuition Fees.

### **Entry Requirements**

A UK or equivalent second class if fresh graduate or degree plus 2 years middle management experience. Anyone without a degree must have 4 - 5 years management experience. These entry qualifications will also cover the MBA progression. A normal three year degree will be required for progression to MA in Management.

Candidates are expected to have an acceptable TOEFL or IELTS score if they have not undertaken their previous studies in English language

## Diploma in Information Technology (level 4)

This course is the study of IT at a thorough level with a brief look into physical hardware and a more intense look into Software and platform development/construct. The programme can prepare you for an IT management role in a large office based company heading a team of other IT specialists or working in that team, depending on the level you reach. Work duties could include maintaining software, database management, networks etc across a large office environment.

### Course Details:

- Unit 1 - A summary of Web design
- Unit 2 - An introduction to Web design
- Unit 3 - An introduction to Photoshop
- Unit 4 - Promoting a Webpage
- Unit 5 - Website Management
- Unit 6 - Computer Platforms
- Unit 7 - Software Constructs and Tools
- Unit 9 - Introduction to Software and Operating Systems
- Unit 10 - Introduction to Network and Network Components
- Unit 11 - Systems Analysis
- Unit 12 - Introduction to Multimedia

Duration: 15 Months

Tuition Fees: £4500

Note: Students need to pay Awarding Body Registration and Exam fees separately, which is not included in Tuition Fees.

**Entry Requirement:** Basic computer skills

## Postgraduate Diploma in Information Technology - L7

The Postgraduate Diploma in Information Technology has been designed for students wishing to gain expert knowledge in the subject. The course covers a wide range of IT subjects.

### Four Mandatory Units

Unit 1 – Operating Systems.

Unit 2 – Software Engineering.

Unit 3 - Database Management System.

Unit 4 - Programming and Data Structure.

### Plus any 2 optional units below:

Unit 5 – Algorithm Analysis and Design.

Unit 6 - Data Communication and Networking.

Unit 7 - Software Project Management.

Unit 8 - Internet Programming.

Duration: 15 Months

Tuition Fees: £4500

Note: Students need to pay ATHE Registration and Exam fees separately, which is not included in Tuition Fees.

### Entry Requirement

A 3 year bachelor's degree or 3 year diploma is the entry requirement for this course; however ATHE will consider students that are over the age of 24 and have at least four years relevant IT experience. Students must also have a reasonable level of IT academic knowledge.

# Contact us

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