

West Wimbledon college

PROSPECTUS



2011

West Wimbledon College Courses at a glance..

English Language

- General English
- Cambridge Exam Preparation
- Executive English (One-to-One)
- IELTS Exam Preparation
- Business English
- Focus on Conversation
- Focus on Grammar

Modern Languages

- French
- Spanish
- Portuguese
- German
- Russian
- Japanese
- Korean
- Polish
- Others... Please ask

Study Progression at West Wimbledon College

General English

Beginner

- Level 1
- Level 2

Intermediate

- Level 3
- Level 4

Upper Intermediate

- Level 5
- Level 6

Advance

- Level 7
- Level 8

Certificate Courses

- Computing
- Travel & Tourism
- Business Management

Diploma Courses

- Computing
- Travel & Tourism
- Business Management

Degree Courses

- Foundation Degree
- UK Universities
- International Universities

Business and Management

- Foundation Degree
- ABE Certificate
- ABE Diploma Part 1 & Part 2
- ABE Advanced Diploma

(You can study for the final stage of a degree or an MBA at an External University).

Travel, Tourism & Hospitality Management

- Foundation Degree
- ABE Certificate
- ABE Diploma Part 1 & Part 2
- ABE Advanced Diploma

- CTH Diploma
- CTH Advanced Diploma
- CTH Postgraduate Diploma

- OTHM Professional Certificate
- OTHM Professional Diploma
- OTHM Professional Higher Diploma

Computing

- Software Training
- ABE Certificate
- ABE Diploma Part 1 & Part 2
- ABE Advanced Diploma

(You can study for the final stage of a degree or an MBA at an External University).

West Wimbledon College has earned a reputation for providing quality general and specialised courses for individuals, groups and the corporate sector. Whether you want to study for personal advancement, to gain employment or to progress in your career there is a course at West Wimbledon College that will suit your needs.

Reasons for choosing West Wimbledon College

Our goal

Our primary goal is to deliver the best education to you at a price that you can afford.

Our price commitment

We know that studying in London can be very expensive. That is why we aim to offer a quality, personal service and deliver the best education to you at a competitive price. Investment in learning doesn't have to be expensive. At West Wimbledon College we save you money but will not compromise on the quality of teaching.



Our reputation

West Wimbledon College and its staff aims to acquire the reputation for providing high quality specialised courses for individuals, groups and the corporate sector. We have a full academic programmes as well as a specialist English Language School for International students.

We take pride in our professional service and strive to maintain a consistently high standard of teaching.

Our courses will normally lead to internationally recognised qualification - we offer a varied programme of courses covering many subjects at multiple levels. Whether you want to study for personal advancement, to gain employment or to progress in your career, there is a course at West Wimbledon College that will suit you.

Our dedicated Teachers

The teachers at West Wimbledon College are qualified and skilled in their chosen field. Our students will find them both friendly and approachable. They will be regularly observed by the Director of Studies to maintain the standard that we are proud of.

The course syllabi and teaching materials are constantly reviewed. Our students opinions are also important to us. We constantly review their course feedback forms so that we can continue to provide a full programme of courses and classes that are stimulating and interesting as well as responsive to their needs.

We monitor the students progress by setting regular tests and examinations. As well as this continuous assessment, students on the English Language Courses can expect to sit End-Of-Term examinations each semester, ensuring that they are being taught at the correct level.

Our multi-cultural College Community

We aim to attract students from all over the world so students are sure to find life at our campus lively and cosmopolitan. International students will experience a sense of belonging in a relaxed and friendly atmosphere supported by many bilingual staff.

Our multi cultural college community will create an enriching and rewarding experience ensuring that you find learning at West Wimbledon College fun whilst achieving your educational goals.

At West Wimbledon College we aim to listen to our students - we take into consideration the objectives, current qualifications and time availability, and pooling from the many years of experience and resources, we can give valuable advice on the course that is right for you. Our students will appreciate the effort taken to ensure that their individual learning objectives are achieved.

Our Buildings and Facilities

At West Wimbledon College we understand the need to provide high quality services and facilities to complement the teaching and learning process.

The West Wimbledon College campus provides an attractive and comfortable setting. You can expect to find the following:

- A friendly and safe learning environment
- Advanced library and learning facilities
- Modern computer labs with Sterling to a variety of up to date hardware and software
- Bright comfortable classrooms
- Self access study areas
- Quiet study rooms
- Language Learning Aids
- Modern audio-visual equipment
- Canteen and coffee bar
- Internet access
- Accommodation finding service
- Welfare and support services

(Please note: These facilities may vary).

School of Business & Management

In today's sophisticated business environment there is no room for the enthusiastic amateur. Specialist skills are now the key to success and the top jobs invariably go to those who can demonstrate their competence with recognised qualifications. We provide business education to practicing and aspiring managers and directors.

West Wimbledon College (WWC) Business Programmes

At West Wimbledon College we offer an entry level Business Administration course designed for those who want an insight into the world of business but do not necessarily want to take their studies any further.

● BA-15: West Wimbledon College Certificate in Business Administration (15 hours per week)

This hybrid course loosely follows the syllabuses of both the London Chamber of Commerce (LCCI) Group Certificate in Foundations of Business and the LCCI Group Certificate in Business Studies. This course will give you the freedom to choose where you work, as it is recognised worldwide.

You will follow a flexible programme of study that runs all year round with emphasis being placed on the LCCI Certificate exam preparation. You can enrol anytime and start any Monday.

The London Chamber of Commerce and Industry (LCCI)

The LCCI Examinations Board is a major international awarding body offering business qualifications that are recognised by employers worldwide.

←Level 1 - Group Certificate in Foundations of Business

Candidates must pass 3 Level 1 subjects within a period of 12 months as follows:

- (a) Book-keeping
- (b) Either English for Business or English for Commerce
- (c) Either Business Administration or Commercial Calculations

←Level 2 - Group Certificate in Business Studies

Candidates must pass 6 Level 2 subjects within a period of 24 months, as follows:

- (a) Compulsory subjects:
 - Book-keeping and Accounts
 - Business Administration
 - Business Calculations
- (b) Either:
 - English for Business or
 - English for Commerce (with optional Oral Test)

(c) Any 2 other Level 2 subjects, excluding those referred to in (a) and (b) above.

Entry Requirement:	Intermediate Level of English
Duration:	51 Weeks
Progression:	ABE Certificate/Diploma University Foundation Course

Association of Business Executive (ABE) Programmes

For students looking for more challenging learning experience we offer a range of Association of Business Executives (ABE) business courses.

The Association of Business Executives (ABE)

Founded in 1973 by a group of industrialists, educationalists and politicians, the Association of Business Executives was created as a non-profit-making institute. The object of the Association is the promotion and advancement of efficient administration and management in industry, commerce and the public service by the continued development of the study and practice of administration and management.

The Association is unique among professionalbodies in providing a non-specialist general business education to practicing and aspiring managers and executives, as well as a route to further study through MBA programmes.

Membership is not restricted to U.K. Residents and examinations are conducted internationally.

Business & Management Studies At West Wimbledon College

- West Wimbledon College (WWC)
Certificate in Business Management
- ABE Certificate
- ABE Diploma, Level 1 & 2
- ABE Advanced Diploma
- University Foundation Year
- BSc Management
- Bsc International Relations
- MBA International Management *Figure 1*

At West Wimbledon College we offer three ABE business courses, the completion of which will allow you entry onto the first, second or final year of a University degree course.

● ABE-Cert: ABE Certificate in Business Management (15 hours per week)

You will cover the following Subject Groups :

- ◆ Introduction to Business
- ◆ Introduction to Quantitative Methods
- ◆ Introduction to Accounting
- ◆ Introduction to Business Communication

Entry Requirement:	Intermediate Level of English
Duration:	1 Year
Progression:	1st yr of UK University degree ABE Diploma Part 1

● ABE-Dip: ABE Diploma in Business Management (15 hours per week)

ABE Diploma Part 1

You will cover the following topics :

- ◆ Economics
- ◆ Organisational Behaviour
- ◆ Accounting
- ◆ Business Communication

ABE Diploma Part 2

You will cover the following topics :

- ◆ Marketing
- ◆ Quantitative Methods
- ◆ Human Resource Management
- ◆ Managerial Accounting

Entry Requirement:	ABE Certificate
Duration:	2 Years
Progression:	2nd yr of UK University Degree, ABE Advanced Diploma

● **ABE-ADip: ABE Advanced Diploma in Business Management**
(15 hours per week)

Students must also pass one of the following:

- ◆ Principles of Business Law
- ◆ Systems Analysis

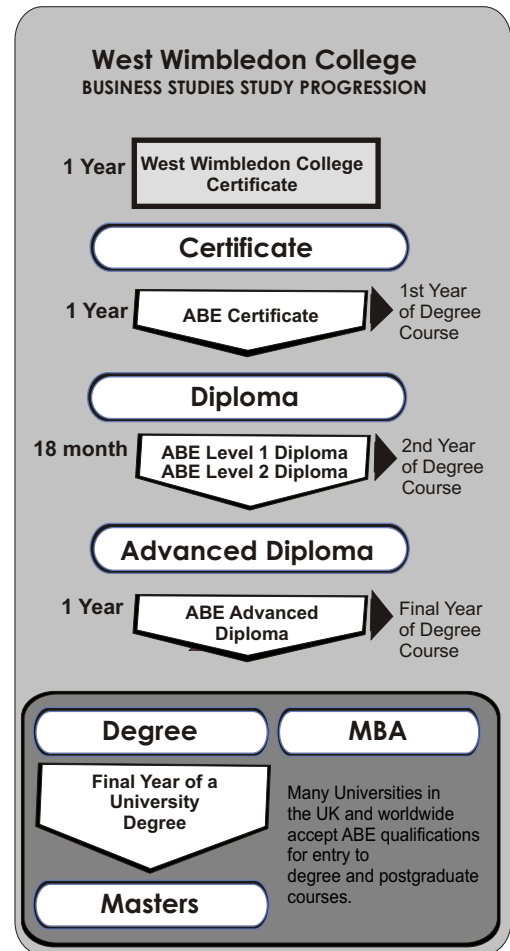
You will cover the following topics :

- ◆ Corporate Strategy
- ◆ Management Organisation
- ◆ International Business
- ◆ Case Study in Business

Students must pass two of the following:

- ◆ Strategic Management
- ◆ Corporate Finance
- ◆ Strategic Human Resource Management
- ◆ Managing the Information Resource

Entry Requirement:	Completion of ABE Diploma
Duration:	51 Weeks
Progression:	Final year of a Degree, Postgraduate or MBA from a UK University



School of Computing

Association of Business Executive (ABE) Programmes In Business Information Systems

The qualification affords the opportunity to combine the principles of management or finance with computer studies. The successful participant will become a highly computer literate professional. Qualifications are offered at Diploma and Advanced Diploma levels. The Diploma is divided into two parts. At both levels of the Diploma, students may opt to follow either the management or the finance pathway by selecting the appropriate optional subject.

Method of Assessment

All subjects will be assessed by a written external examination of three hour duration.

ABE Certificate In Business Information Systems

The subjects and requirements for each level are indicated below:

1. Introduction to Business
2. Introduction to the World of Computers
3. Introduction to Accounting and
4. IT Applications and Skills

Entry Requirement:	Intermediate Level in English
Duration:	1 Year
Progression:	1st yr of UK University degree ABE Diploma Part 1

ABE Diploma In Business Information Systems

● ABE Diploma Part 1

The three compulsory papers are:

1. Computer Applications in Business & Finance
2. Computer Fundamentals
3. Business Communication

Plus one of the following:

4. Organisational Behaviour (Management Pathway)
5. Accounting (Finance Pathway)

● ABE Diploma Part 2

The four compulsory papers are:

1. Networks & Distributed Systems
2. Principles of Programming
3. Quantitative Methods
4. Systems Analysis

Plus one of the following:

5. Human Resource Management (Management Pathway)
6. Managerial Accounting (Finance Pathway)

Entry Requirement:	ABE Certificate
Duration:	2 Years
Progression:	2nd yr of UK University Degree, ABE Advanced Diploma

ABE Diploma In Business Information Systems

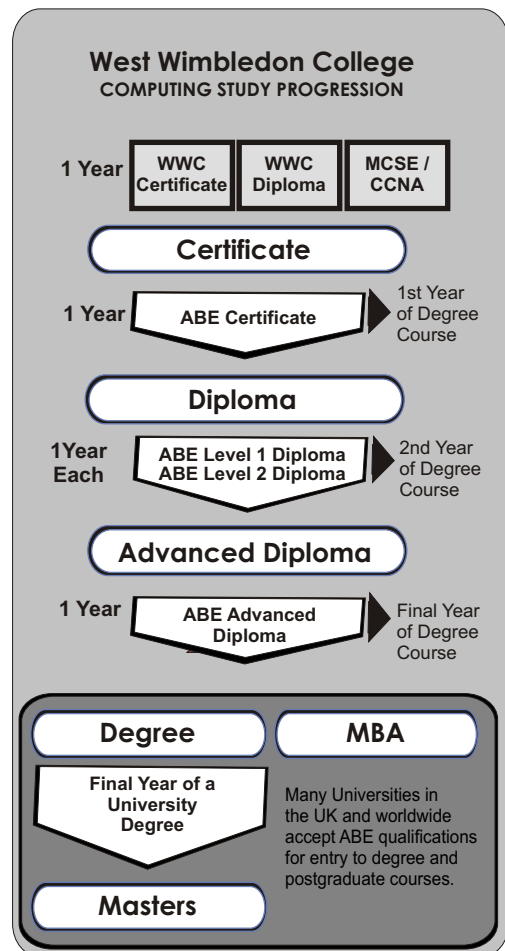
The four compulsory papers are:

1. Contemporary Applications Development Methods
2. Internet Systems Development
3. Managing Systems Change
4. Relational Database Applications in Business

Plus one from the following:

5. Strategic Human Resource Management (Management pathway)
6. Corporate Finance (Finance pathway)

Entry Requirement:	Completion of ABE Diploma
Duration:	1 Year
Progression:	Final year of a Degree Postgraduate or MBA at a UK University



ST: Software Training

At West Wimbledon College our software training courses are held in our fully equipped computer rooms with one machine per student. We have the latest versions in a variety of major applications including databases, spreadsheets, web page design, word processing and accountancy software.

Courses include:

Computer Essentials, Keyboarding Skills, Microsoft Window, Microsoft Office, Word, Excel, Access, Powerpoint, MS Outlook, MS Publisher, Quark Xpress, Adobe Photoshop & Illustrator, Frontpage, HTML 4, JavaScript, Sage Accounts, Sage Payroll

Our training consultants are chosen for their extensive technical knowledge and strong background experience within the IT industry.

The West Wimbledon College software training programmes caters for students of all levels of ability. We run courses at beginner, intermediate and advanced levels. You can choose to study any of our 'Software Training' courses under one of the following schemes.

Full-time Software Courses

West Wimbledon College 'Full-Time' Software training courses are designed for individuals who wish to have an indepth study of current software applications. They are held at fixed times over set periods of time. This is our most cost effective way of studying with discounts for longer term bookings.

Flexi-time Courses

Our 'Flexi-time' Courses allow you to design the course timetable yourself. You can choose the time and duration that best suits you from the following range: Monday to Friday 9am-8pm; or Sat 10am-4pm

For further information on the software training courses please refer to the individual course profile sheets.

School of English

At West Wimbledon College we run internal English Language courses at our Wimbledon Campus, which is conveniently located in an exciting and vibrant part of London and within walking Distance from the Underground and Main Line stations.

ENGLISH LANGUAGE COURSES

Our highly acclaimed methods and approach to teaching English help students develop their language skills in order to be able to communicate effectively in any English speaking environment. Our lessons are based around topics which incorporate the basic skills of speaking, listening, reading and writing.

We have capable and experienced teachers. Typically they follow standard course books and syllabi. However, in order to ensure that your learning experience at West Wimbledon College is both varied and exciting, a wide range of learning aids, audio-visual material but and additional supplementary material is introduced into the classroom.

A typical classroom session will include:

- Inclusive learning.
- A well designed syllabus that has various aspects of the English language such as grammar, functions, phonology and vocabulary.
- Interesting classroom activities carried out through pair and group work to encourage interaction and to motivate students.
- Friendly staff that enjoy a very good rapport with the students, creating the optimum learning environment.

Our English language syllabus covers a wide range of topics and skills:

- Speaking
- Writing
- Reading
- Grammar
- Vocabulary
- Listening

The Right Level - From Beginners to Proficiency

Guidance and support are provided to all our students from the moment they enquire about the course until they complete their Studies.

Upon enrolment you will be given a test in order to determine your level of English. You will then join other international students at the appropriate level. Typically, classes are grouped into eight levels and teaching is adjusted appropriately. The chart (see figure 1) shows the level of fluency you should achieve at each stage. In addition to sitting a test at the end of each term you will also be assessed continuously and your progress monitored. You may even find that you are ready to change levels part way through the term.

Language Courses For Adult Students

At West Wimbledon College, we run full time and part time courses in English Language for students aged 18 and over, all year round. The college is only closed for two weeks over the Christmas holiday period. You can enrol anytime and start any Monday. Our flexible timetable allows you to study at the time that suits you. You may choose our morning, afternoon, or late afternoon session. If you prefer we also offer evening classes.

Summer/Winter Programmes

Our Summer and Winter courses are specifically designed for young learners, maintaining the same high quality of our year-round training programmes and incorporating project work, excursions and activities throughout London from June to September.

English Language Courses

● GE-15: Basic English, Full-time (15 hours per week)

This is our most popular English Language course, providing you with the widest choice in terms of study timetable. We offer lessons over four main-levels and eight sub-levels with morning, afternoon, late-afternoon and evening classes available. Students can enrol all year round and start any Monday.

As the school's core English Language course, the focus is placed firmly on building practical communication skills, with strong emphasis on developing the key areas of speaking, reading, writing and vocabulary.

You will practice survival English for everyday use, increasing your confidence and understanding of the language. You will find the lessons interesting and stimulating, with interactive exercises and discussion topics that encompass local and international issues.

**15 hours per week, Monday to Friday, 3 hours per day,
Time: 9-12, 12-3, 3-6 or 6-9pm**

BEGINNERS STAGE

● Level 1 Beginners

You will start understanding the basics of English. You will be able to use a few words and phrases, exchange greetings, give personal information and respond to simple commands and requests.

● Level 2 Elementary

You will be able to communicate at a basic level of English. You will ask and answer questions, and you will use short phrases.

INTERMEDIATE STAGE

● Level 3 Lower Intermediate

You will be able to use a limited range of the language for simple communication and practical skills. You will also understand and use present, past and future tenses.

● Level 4 Intermediate

You will be able to use a variety of language functions to give and ask for information, narrate events and describe people, things and places.

UPPER INTERMEDIATE STAGE

● Level 5 Upper Intermediate

You will be able to use the language in social and work situations. You will also be able to hold a satisfying conversation with a native speaker.

● Level 6 First Certificate

You will be able to use the language effectively in social and work situations. You will also deal with idiomatic language and colloquialisms. Narrate events and describe people, things and places.

ADVANCED STAGE

● Level 7 Advanced

You will be able to use a wide range of the language in social and work situations. You will communicate effectively in an English-speaking environment. Able to hold a satisfying conversation with a native speaker.

● Level 8 Proficiency

You will be able to use a full range of the language in social, work and academic situations. You will communicate effectively and fluently in an English-speaking environment.

Figure 1

● GE-6: English Part-time (6 hours per week)

If you are unable to study full-time, we offer part-time English Language classes. Typically, these take place in the evening and like the full-time equivalent, are run all year round and at eight levels.

6 hours per week, Monday, Wednesday & Thursday, 2 hours per day, Time: typically 6-9pm

● C5: Conversation & Pronunciation (5 hours per week)

This course is designed to help you develop your speaking skills through conversation and pronunciation.

Classes are held for an hour daily, Monday to Friday, and class sizes are kept to a minimum. They are taught by experienced teachers with the primary aim of helping you to speak English fluently.

You will discuss interesting topics in a relaxed atmosphere and receive continuous correction and feedback.

5 hours per week, Monday to Friday, 1 hour per day, Time: various.

● G5: Grammar Classes (5 hours per week)

This course is an intensive course that will help you develop your linguistic competence and understanding of the structure of the English language.

5 hours per week, Monday to Friday, 1 hour per day, Time: various.

● GE20: Standard English, Full-time (20 hours per week)

General English Language With Extra Conversation or Grammar Practice.

This is our recommended standard General English course, which is intended for those who would like to develop their language skills at a quicker pace. In addition to the syllabus covered in our standard full-time General English course, this course gives the students an opportunity to focus on improving their speaking skills or to have additional practice in English structure.

20 hours per week, Monday to Friday, 4 hours per day, Time: various.

● **GE-Exam: Exam Preparation, Full-time** (15 hours per week)

Cambridge Exam Preparation Courses

Cambridge examinations in English as a Foreign Language are known all over the world and are recognised by employers and institutions in many countries.

Since the examinations cover the four main language skills of listening, speaking, reading and writing, they indicate the ability of the certificate holder to communicate effectively in English. Our exam classes will help you to be prepared for the examination through course-work and exam practice.

The Cambridge English Language exam courses available are:

⇐ **Key English Test (KET)**

This exam provides an initial learning objective for adolescents and adults, enabling learners to meet their basic communication needs in English. Suitable for levels 2 and 3.

⇐ **Preliminary English Test (PET)**

This exam tests the language skills needed to survive in social and work situations in an English-speaking environment. Suitable for levels 4 and 5.

⇐ **First Certificate in English (FCE)**

This is the most popular of the Cambridge English Language examinations. It is widely recognised in commerce and industry, and by educational institutions in Britain and overseas as proof of language ability. Suitable for level 6.

⇐ **Certificate in Advanced English (CAE)**

This is an examination at an advanced level suitable for people who require English for professional or study purposes. There is an emphasis on real-world tasks. It is also recognised by the majority of British universities as fulfilling English Language entrance requirements. Suitable for level 7.

⇐ **Certificate of Proficiency in English CPE**

This examination is recognised as fulfilling English language requirements by British universities and for business and academic purposes overseas. Suitable for level 8.

⇐ **International English Language Testing System (IELTS)**

This course is designed for those who wish to study at a university in the UK or abroad. It covers all aspects of academic reading and writing as well as listening and speaking. You will be prepared for the IELTS tests through course work and practice tests.

15 hours per week, Monday to Friday, 3 hours per day, Time: 9-12, 12-3, 3-6 or 6-9pm.

● **GE-25: Semi Intensive English, Full-time** (25 hours per week)

This semi-intensive programme combines our Basic 15 hours per week General English course with the 5 hours per week Conversation & Pronunciation course together with the 5 hours per week Grammar course.

This is a challenging schedule that provides an opportunity for the very serious student to obtain approximately five hours per day of the highest quality English language tuition at a very reasonable price.

This course aims to improve the students' fluency, along with increasing their awareness of the structure of the English language.

25 hours per week, Monday to Friday, 5 hours per day, Time: various

● **GE-30: Intensive English, Full-time** (30 hours per week)

This course requires students to study two Basic General English classes per day or a combination of our 15 hours per week (3 hour per day) BASIC General English course with a Conversation, a Grammar and a Computer Based Learning classes for an additional 15 hours per week (3 hour per day)

It is aimed at students that want to follow our standard General English programme but want to achieve quick results by doubling-up their study timetable.

30 hours per week, Monday to Friday, 6 hours per day, Time: various

GEC-20: English With Computing Bonus Add-On

(20 hours per week)

This semi-intensive course is one of our most popular training programmes, intended for students who would like to develop their English language skills as well as learning basic computer programmes and the Internet.

The course covers the following subjects:

1) **English Language Training** - This is Our standard, classroom based General English programme (15 hours a week, Monday to Friday)

2) **E-learning** - Modern, computer based English language training using the most up-to-date methods and technology

3) **IT Training** - Computer based training towards the widely recognised 'European Computer Driving Licence -ECDL' certification. This certification programme includes the following:

- ◆ Basic Concepts of Information Technology
- ◆ Using the Computers and Managing Files
- ◆ Word-processing
- ◆ Spreadsheets
- ◆ Databases and Filing Systems
- ◆ Presentation
- ◆ Information and Communication

4) **Free Internet Access**

5) **Membership to the Sterling College Students Club** - the benefits include free special offers, discounts and promotions.

20 hours per week in total, 15 hours per week of classroom based training, 5 hours per week of computer based training Monday to Friday, Time: various

English for Business and Professional People

These courses are targeted to serve business people who need to communicate effectively in English as well as developing their business skills, such as meeting, telephoning and writing memos and business letters. Our standard Business English course will prepare you for the Cambridge BEC (Business English Certificate), which is an examination in reading, writing, listening and speaking in work-related situations.

The examinations are aimed at three levels of competence from:

- ◆ BEC Preliminary (lower-intermediate),
- ◆ BEC Vantage (upper-intermediate) and,
- ◆ BEC Higher (advanced).

● **BE15: Business English** (15 hours per week)

This is our standard Business English course, which is offered on a full-time or part-time basis. The course is divided into four main modules each lasting approximately one term in the full-time class and two terms in the part-time class:

- ◆ Business Communication 1 (Introduction)
- ◆ Business Communication 2 (Face to Face)
- ◆ Business Communication 3 (Telephone)
- ◆ Business Communication 4 (Written and verbal).

Full Time: 15 hours per week, Monday to Friday, 3 hours per day, Time: 9-12, 12-3, 3-6 or 6-9pm. Part Time: 6 hours per week, Monday, Wednesday & Thursday, 2 hours per day, Time: 6-8pm.

● **EE5: Executive English** (5 hours per week)

This course is designed specifically for senior executives with little time to spare. If you want to improve your business communication skills in short intensive sessions then this course is for you.

5 hours per week, Monday to Friday, 1 hour per day, Time: Various.

● **1-1E: One-to-One English** (5 hours per week)

1-1E: One-to-One English Course. These are special, flexible one-to-one classes which can be arranged to optimise your time with us.

5 hours per week, Monday to Friday, 1 hour per day, Time: Various.

● **GE-Combi: English Language Combination Courses**

A range of courses combined with English are offered to give you the choice of course that would meet your needs. The following combinations are available:

- ◆ General English and Business English
- ◆ General English and Conversation
- ◆ General English and Computer Studies
- ◆ General English and Business Studies
- ◆ General English and Travel & Tourism
- ◆ Business English and Travel & Tourism
- ◆ Business English with Computer Studies (CIT / DIT)
- ◆ Business English and Conversation / Pronunciation and Grammar

Full time, Monday to Friday

School of Modern Languages

If you want to *learn a new language*, then at West Wimbledon College we have a course to meet your needs. Our teachers are experienced native speakers to ensure that you get only the best and relevant communication skills.

SCHOOL OF MODERN LANGUAGES

We offer a range of courses that will meet your needs, whether for business, further studies overseas or traveling. Our language classes are taught by experienced native teachers who are trained on adapting the recent methods and approaches to suit your learning style. This means that you will be able to develop your language skills quickly and effectively.

Currently, classes in the following languages are offered at our Wimbledon branch which is conveniently located in the centre of West Wimbledon, within walking distance from the Underground station.

If your language of interest is not included in this list please telephone or simply come along and speak to one of our training advisers, as we are constantly adding new courses to our portfolio.

- ◆ FRENCH
- ◆ SPANISH
- ◆ PORTUGUESE
- ◆ GERMAN
- ◆ RUSSIAN
- ◆ HUNGARIAN
- ◆ JAPANESE
- ◆ KOREAN
- ◆ OTHERS...

As well as teaching language structure and vocabulary, our courses cover the language skills, i.e.

- Speaking ● Listening ● Reading ● Writing

You will join a class at the right level since our language courses are run at the following levels:

- Beginners ● Intermediate ● Advanced

ML-Eve: Modern Languages, Evening Classes

Designed to offer flexibility for those who would like to study part time, these courses are held as follows: -

- Evening Classes:** 6:30pm - 8:30pm, 4 hours per week for a period of 10 weeks
Beginners Level: Mondays and Wednesdays
Classes
Intermediate Level: Tuesdays and Thursdays
Classes
Advanced Level: Mondays and Wednesdays
Classes

ML-WEnd: Modern Languages, Weekend

Our full range of language classes can also be taken at the weekends.

- Weekend Classes:** Saturdays, 10:00am - 2:00pm or 2:00pm - 6:00pm,
4 hours per week for a period of 10 weeks
- Beginners Level:** Saturdays, 10:00am - 2:00pm
Classes
- Intermediate Level:** Saturdays, 2:00pm - 6:00pm
Classes
- Advanced Level:** Saturdays, 10:00am - 2:00pm
Classes

One-to-One Language Training

Modern Language Courses

- ◆ ML-Eve Modern Languages, Evenings
- ◆ ML-WEnd Modern Languages, Weekends
- ◆ ML1-1 Modern Languages, One-to-One
- ◆ ML-Comp Modern Languages, Company Group
- ◆ ML-C1-1 Modern Languages, Company One-to-One

ML 1-1: Modern Languages, One-to-One

This is our most intensive language training programme that will enable you to develop your language skills according to your specific needs. Once you start this course you will be assigned an experienced teacher dedicated to you alone. On your first day the teacher will give you an interview to determine your aims, objectives and expectations. They will then devise a tailor made training programme for you, which will ensure that your needs are met exactly.

With this course you are able to buy a block of time, which gives you the flexibility to choose the time and pace of study.

ML Comp: Modern Languages, Company

In-Company Group Training

We also provide companies with language training programmes to meet their particular requirements. Training sessions are held either at West Wimbledon College or on the client's premises.

Trainees are given a placement test to assess their level and a questionnaire will also be given for needs analysis.

Advice and guidance will be provided to all trainees from the first day until the end of their course and their progress on the course will be regularly monitored.

ML C1-1: Modern Languages, Company One-to-One

In-Company One-to-One Training

These courses are especially designed for companies whose staff do not possess the same linguistic skills and/or the same needs.

As with the 'In-Company Group Training' trainees have the choice of taking the classes either at our training centre or on the clients' premises.

West Wimbledon College Certificate in Modern Languages

West Wimbledon College Certificate in Modern Languages

On completion of our Modern Language Courses, a certificate stating the language, level, type of course and length of study - will be awarded.

Dates and Fees

For course dates and fees and for additional information please refer to our fees schedule. Alternatively you can telephone us on +44 20 8605 9040 or come along and speak to one of our training consultants.

School of Travel & Tourism

Many countries in the world increasingly depend on tourism for their revenue. Therefore the demand for well-trained staff continues to grow.

Travel & Tourism at West Wimbledon College

At West Wimbledon College we offer an excellent range of courses for those interested in a career in the fast growing industry of Travel and Tourism. They are designed to offer students a choice of routes into further education and employment. The range of career options include working for: travel agencies, tour operators, transportation providers, sports and leisure facilities, and the accommodation sector.

Association of Business Executive (ABE) Programmes

West Wimbledon College also offers exam preparation courses for ABE Certificate, Diploma and Advanced Diploma qualifications in Travel, Tourism and Hospitality. These courses provide a pathway through which students aspiring to management roles in the sector can develop a combination of key skills and industry knowledge in preparation for the varied and demanding careers which the industry offers.

Method of Assessment

All subjects will be assessed by a written external examination of three hour duration. The subjects and requirements for each level are indicated below:

ABE-Cert: ABE Certificate in Travel and Tourism (15 hours per week)

The four compulsory papers are:

1. Introduction to Business
2. Introduction to Accounting
3. Introduction to Business Communication
4. Introduction to Travel, Tourism and Hospitality

Entry Requirement: Intermediate Level in English
Duration: 1 Year
Progression: 1st year of UK University degree
ABE Diploma Part 1

ABE-Dip1: ABE Diploma in Travel and Tourism, Part 1 (15 hours per week)

The four compulsory papers are:

1. Economics
2. Organisational Behaviour
3. Accounting
4. Travel, Tourism and Hospitality

ABE-Dip2: ABE Diploma in Travel and Tourism, Part 2 (15 hours per week)

The three compulsory papers are:

1. Marketing
2. Human Resource Management
3. Travel, Tourism and Hospitality Operations Management

Students must also pass **two** of the following:

4. Managerial Accounting
5. Principles of Business Law
6. Systems Analysis

Entry Requirement: ABE Certificate
Duration: 2 Years
Progression: 2nd year of UK University Degree,
ABE Advanced Diploma

Travel & Tourism At West Wimbledon College

- West Wimbledon College (WWC) Certificate In Travel & Tourism (includes: West Wimbledon College modules and LCCI Group Certificate modules)
- ABE Certificate
- ABE Diploma, Level 1 & 2
- ABE Advanced Diploma
- Galileo Central System
- Air Fares & Ticketing, Part I, Part II & Part III

ABE-ADip: ABE Advanced Diploma in Travel and Tourism, (15 hours per week)

The three compulsory papers are:

1. Corporate Strategy
2. International Travel, Tourism and Hospitality
3. Tourism and Environment

Students must also pass **two** of the following subjects:

4. Management Organisation
5. Strategic Marketing
6. Strategic Human Resource Management
7. Managing the Information Resource

Entry Requirement: Completion of ABE Diploma
Duration: 51 Weeks
Progression: Final year of a Degree

Organisation for Travel and Hospitality Management (OTHM) Programmes

OTHM is a membership body founded in London in 2001 by a group of specialists from the industry and academia. OTHM was incorporated in 2003 as a not for profit company.

The aim of OTHM is to support the people who work in the tourism and hospitality industry. OTHM:

- aims to act as a forum for the discussion of issues relevant to the industry
- promotes professionalism in the industry
- promotes ethical practice and environmental awareness in the industry

Membership

Anyone who works in the tourism and hospitality industry is eligible to join OTHM's Professional Membership track. Your level of membership will reflect your experience and status in the industry.

People who wish to study for OTHM qualifications must follow the examination part of the membership track.

Management Qualifications

A major part of OTHM's work is to provide a track of professional management qualifications for people who wish to develop a career in the industry.

Range of Qualifications

OTHM offers 5 levels of Professional Qualifications in the area of Tourism and Hospitality. In 2007 six new 'stand alone' modules were introduced to add further training opportunities for students and individuals at work.

Accreditations and Status of OTHM

The long term academic partners of OTHM, The London South Bank University has signed an articulation agreement with OTHM, that recognises OTHM qualifications for entry into their BA (Hons) and Master's Level.

The Thames Valley University also accredited OTHM programmes in September 2007 to allow access to their Tourism and Hospitality Degree and Postgraduate programmes.

OTHM-Cert: OTHM Professional Certificate in Tourism and Hospitality (15 hours per week)

Who is this suitable for?

The OTHM Professional Certificate is suitable for students who have already gained an OTHM Introductory Certificate or who have qualifications at the level of GCE/GCSE or equivalent. It is also suitable for mature students with at least 5 years relevant experience.

This qualification will help team leaders and supervisors and those who want to rise to the first tier of management.

Work experience

Although it is desirable that Professional Certificate students have some experience in the industry, no minimum is required.

Modules

OTHM Level 4 Professional Certificate in Tourism and Hospitality Management consists of 4 modules:

1. OTHM/CER01 - Introduction to Travel, Tourism and Hospitality
2. OTHM/CER02 - Introduction to the Business Environment
3. OTHM/CER03 - Introduction to Business Communication & Customer Care
4. OTHM/CER04 - Introduction to Business and Finance

Each module requires 90 hours of classroom teaching, including business English, tutorials and site visits over the academic year. (The academic year is normally 28 weeks)

Colleges teaching international students should timetable a minimum of 18 hours classroom lectures per week, EU students should be time-tabled a minimum of 15 hours per week.

Assessment

Each module is assessed by a three hour written examination. (Each international examination is in June and December each year) Special exams on request from the college to the OTHM Education and Examination board (Minimum 90 days required)

Progression

On passing the OTHM Professional Certificate, members will be eligible to be considered for OTHM Level 5 Professional Diploma in Tourism and Hospitality Management

OTHM-Dip: OTHM Professional Diploma in Tourism and Hospitality (15 hours per week)

Who is this suitable for?

OTHM Level 5 Professional Diploma in Tourism and Hospitality Management is suitable for people who have passed the OTHM Professional Certificate (or equivalent) or who are already working at supervisory or management level.

Work experience

Professional Diploma students are expected to either have work experience in the industry before joining the course or be working part-time in the industry during the course or both. Candidates should note that if they intend to study for further professional qualifications in the industry a certain amount of industrial experience will probably be required.

Modules

Part I

1. OTHM/DIP01 - Tourism Marketing and Management
2. OTHM/DIP02 - Hospitality Marketing and Management
3. OTHM/DIP03 - Human Resource Management

Part II

1. OTHM/DIP04 - Tourism and Hospitality Operations Management
2. OTHM/DIP05 - Financial Management and Information Systems

3. OTHM/DIP06 - Customer Relations and the Business Environment

Each module requires 90 hours of classroom teaching, including business English, tutorials and site visits over the academic year. (The academic year is normally 28 weeks)

Colleges teaching international students should timetable a minimum of 18 hours classroom lectures per week, EU students should be timetabled a minimum of 15 hours per week.

Assessment

Each module is assessed by a three hour written examination. (Each international examination is in June and December each year) Special exams on request from the college to OTHM Education and Examination board (Minimum 90 days required)

Progression

On passing the OTHM Professional Diploma, members will be eligible to be considered for OTHM Level 6 Professional Higher Diploma in Tourism and Hospitality Management.

OTHM-Dip: OTHM Professional Higher Diploma in Tourism and Hospitality (15 hours per week)

Who is this suitable for?

The OTHM Professional Higher Diploma is suitable for people who work in the Tourism and Hospitality Industry and who have already gained an OTHM Professional Diploma, or other qualifications at a suitable level.

This qualification is appropriate for middle and senior managers.

On completion of the OTHM Professional Higher Diploma, you can also be put forward for election as a Full Member of OTHM.

Work experience

Professional Higher Diploma students are expected to either have work experience in the industry before joining the course or be working part-time in the industry during the course or both. Candidates should note that if they intend to study for further professional qualifications in the industry a certain amount of industrial experience will probably be required.

Modules

Part I

1. OTHM/HID01 - Marketing Communications for Tourism and Hospitality
2. OTHM/HID02 - International Tourism and Hospitality Business Environment
3. OTHM/HID03 - Corporate Business Strategy and Finance

Part II

1. OTHM/HID04 - Management Information Systems
2. OTHM/HID05 - Strategic Human Resource Management
3. OTHM/HID06 - Project: Operations Management in the Business Environment

Each module requires 90 hours of classroom teaching, including business English, tutorials and site visits over the academic year. (The academic year is normally 28 weeks)

Colleges teaching international students should timetable a minimum of 18 hours classroom lectures per week, EU students should be timetabled a minimum of 15 hours per week.

Assessment

Each module 1 to 5 is assessed by a three hour written examination. Module 6 is assessed by a project.

Each international examination is in June and December each year) Special exams on request from the college to the OTHM Education and Examination board (Minimum 90 days required)

Progression

On passing the OTHM Higher Diploma Members will be eligible to be considered for various courses in recognised colleges and universities in the UK and around the world or go on to study the OTHM Level 7 Post Graduate Diploma

Confederation of Tourism and Hospitality (CTH) Programmes

The Confederation of Tourism & Hospitality was established in 1982 to provide recognised standards of management training appropriate to the needs of the hotel and travel industries, via its syllabi, examinations and awards. These have been continuously developed and improved to ensure they are relevant and up to date. This has been carried out under the careful scrutiny and supervision of experts in all aspects of the hotel, tourism and travel industries.

Over 7000 students study CTH qualifications per year. CTH programmes are well respected across the hospitality, tourism and travel industries. This is clear from the programme endorsements it has received from the Institute of Hospitality, Virgin Atlantic, Star Alliance and GTMC. Students can be confident that gaining a CTH qualification is an excellent start to a promising career with truly global opportunities.

Those studying for the examinations of the Confederation are offered a structured learning process, encompassing both the theoretical and practical aspects of the industry, integrating the various subjects, together with a clearly defined pattern of career development through progressive grades of membership.

CTH-Dip: CTH Diploma in Hotel Management (15 hours per week)

The Diploma in Hotel Management aims to provide students with a broad understanding of the operational aspects of the international hotel industry, and a knowledge of the underlying principles involved. This programme has been devised on the basis that students will attend a course of study of not less than 450 hours. Private study will be required over and above this figure. Each of the modules has a two and a half hour examination, set and marked by CTH.

Syllabus Overview

- Food and Beverage Operations
- Food, Hygiene, Health and Safety
- Front Office Operations
- Housekeeping and Accommodation Operations
- Finance for Hospitality and Tourism
- Business Operations in Hospitality and Tourism
- Marketing for Tourism and Hospitality
- The Tourism Industry
- Business Computing
- The Global Hospitality Industry

CTH-ADip: CTH Advanced Diploma in Hotel Management (15 hours per week)

The Advanced Diploma in Hotel Management aims to provide an understanding of the managerial, decision making and leadership aspects of the international hotel industry.

In addition it is also designed to develop independent research and study skills which will be required when working at senior managerial level in the industry. The scheme has been devised on the basis that students will attend a course of study of not less than 450 contact hours. Private study will be required over and above this figure. Five of the six modules are assessed by an assignment and a three hour examination. The sixth module is assessed through a 5000 word Management Research Report. All assessments are marked by CTH.

Syllabus Overview

- Food and Beverage Management
- Strategic Management
- Facilities Management
- Management Accounting
- Human Resource Management
- Management Research Report

CTH-PgD: CTH Postgraduate Diploma in Hospitality and Tourism Management

(15 hours per week)

This programme has been devised on the basis that students will attend a course of study not less than 120 credits which equates to 240 hours tuition and 960 hours of directed learning. Candidates have an opportunity to gain credit towards either an MA, or an MSc degree. They also have an opportunity to develop higher level academic skills that can be applied in a vocational context.

Objectives of the Postgraduate Diploma in Hospitality and Tourism Management

- To understand the interrelationship between the hospitality and tourism sectors.
- To explore the strategic issues in business development, rather than operational level issues.
- To secure employment at senior supervisory / management level.
- To secure progression on to the dissertation stage of a Masters Degree.

Assessment

The Postgraduate Diploma assessment methods have been designed to enable students to demonstrate Level Seven outcomes for this level of qualification.

Given the broad and highly varied nature of the hospitality and tourism industry, candidates will need to demonstrate the higher-level skills and qualities specified in the Level Seven outcomes within a non-homogeneous vocational context.

Assessment involves investigative assignments, presentations and action research activities. The assessment of candidates' work is centre based, against the specified learning outcomes and directed by CTH.

To maintain the quality of these qualifications, all centres are expected to demonstrate a robust assessment system. In order to manage the quality of assessment within approved centres, CTH carries out external marking and moderation of assessments.

Syllabus Overview:

- Module 1: Hospitality and Tourism Marketing Strategies
- Module 2: Management and Leadership Across Cultures
- Module 3: Hospitality and Tourism Strategic Planning

Plus ONE of the following options:

- Module 4: Managing Hospitality and Tourism Projects
- Module 5: Research Methods for Hospitality and Tourism Managers

Student Welfare at West Wimbledon College



Personal Services

At West Wimbledon College, we offer our students comprehensive support during their stay in London. Our office staff speak several languages and will always be pleased to give assistance with visa applications, accommodation, airport transfer, social activities and other aspects of student life in the UK.

Students who require a visa to enter the UK to study must attend a daytime course of at least 15 hours instruction per week, prove that they are able to accommodate themselves and sustain themselves financially during their stay

Once we receive the completed application form together with the payment of all requested fees for tuition, accommodation (optional) and registration, we will send the student a 'Certificate of Enrolment' to be presented to the British Authorities.

We can also arrange for the student to have a 'Student Photocard', which will save 30% off their travel expenses (subject to Terms and Conditions of the transport authorities). At the end of their course, we can issue the student a 'Certificate of Attendance' and/or a 'Certificate of Achievement', stating their progress during their studies.

Accommodation

West Wimbledon College offers a wide range of good quality, reasonably priced accommodation to meet the needs and requirements of our students. Our Accommodation Advisors are happy to arrange accommodation in a friendly family house, a student hostel or a flat/house share.

We provide accommodation usually within walking distance from the College. You may also expect to take a short bus ride, train or underground journey to our campus.

All our accommodation places are carefully selected and regularly inspected. This ensures that we maintain the high standard of service and comfort that you naturally expect from West Wimbledon College.



Student Hostel & Flat Share Accommodation

We can arrange single or double rooms in a student hostel or flat share for students who want to have a more independent life-style but these usually have limited availability due to high demand.

We recommend that the accommodation is normally arranged for four weeks starting on Saturday or Sunday. We are however quite flexible and will accept booking for a minimum of two weeks.

We will do our best to find accommodation for you at short notice but it is advisable to inform the College of your requirements at least four weeks before the date of your arrival. A small finding fee is charged for this service.

Home Stay Accommodation

We recommend Home-stay accommodation for students who wish to benefit from home comforts at an English speaking family environment. Staying with a UK family will give you an excellent opportunity to improve your English and to learn about British culture.

We provide Home-stay for a single person or two people sharing a double room in three different options:

Self-Catering

Students need to purchase and prepare their own breakfast and meals.

Bed and Breakfast

Breakfast is provided by the family.

Bed, Breakfast and Dinner (Half Board)

Breakfast and dinner are provided by the family.



Airport Transfer

We also provide an airport transfer service for students who wish to be met by a College representative on their arrival in the UK.

A driver from a reputable taxi company working for the College will welcome you at Heathrow or Gatwick Airport and take you to the College or your accommodation.

In order for us to arrange the airport transfer service, you will need to inform the College of your flight details at least four weeks before your arrival. These details should include:

- Airline name and flight number
- Arrival airport and terminal name
- Arrival date and time

Studying abroad can be both daunting as well as exciting. West Wimbledon College will do its utmost to make this experience as rewarding and as pleasurable as possible.

Studying In The United Kingdom

West Wimbledon College's ideal location makes it an excellent starting point to explore this exciting city.

London Life and Social Programmes

London is one of the world's most famous and attractive cities with its variety of cultures and entertainment, world famous landmarks, rich historical places, beautiful green parks, traditional pubs, shopping areas, business and financial centres. Some of the main attractions include the British Museum, Madam Tussaud, Buckingham Palace, The London Eye, Westminster Abbey, Big Ben, the Tower of London, Portobello Market, Hyde Park Corner, The Royal Albert Hall and many more.

West Wimbledon College's ideal location makes it an excellent starting point to explore this exciting city. It offers a truly international and friendly environment with students attending from all over the world. You will meet people from a large number of other countries in your class, in our Coffee Bars or when you attend our social activities.

We offer active and varied social programmes with excursions to main tourist attractions, historical places, cultural events and beauty spots within London and The UK. We also arrange regular student parties, pub nights, teacher quiz nights, video days, picnics in the park and other activities where you can carry on practising your English and meet with other students and staff in an informal, relaxed environment.

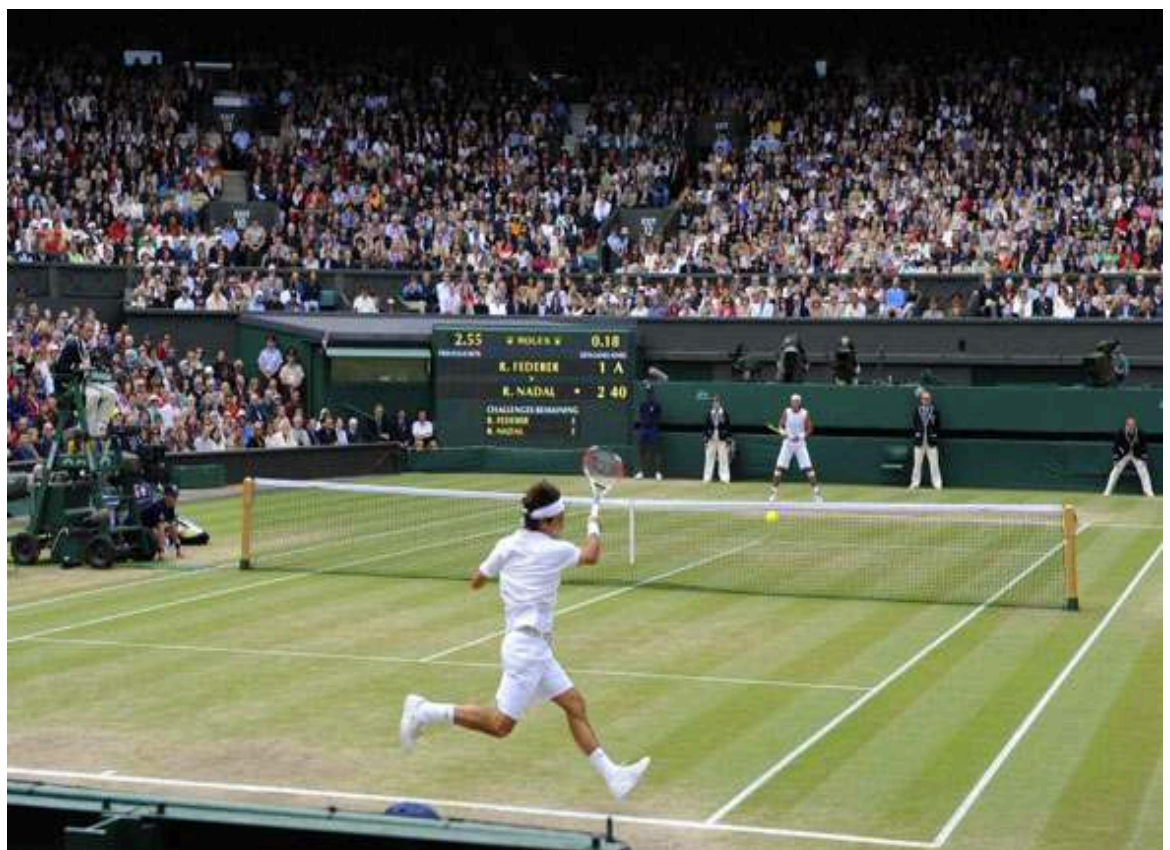


Wimbledon Town

West Wimbledon College is located in Wimbledon in the South West of London, approximately 10 kilometers (15 minutes by Underground) from Central London. Wimbledon is exceptionally well served by road, bus and rail links.

The main railway station is Wimbledon, which is also a terminus for the District Line of the London Underground network.

Wimbledon and the surrounding area has numerous restaurants, pubs, bars, supermarkets, many discotheques, a cinema, four theatres and a large shopping complex. It is mainly a district of high quality housing with tidy gardens to match. There are many open spaces and sports grounds. Every year, in the last week of June and first week of July, we have the Wimbledon Championship, world famous tennis tournament.



West Wimbledon College's Schools



In today's sophisticated business environment there is no room for the enthusiastic amateur. Specialist skills are now the key to success and the top jobs invariably go to those who can demonstrate their competence with recognised qualifications. At West Wimbledon College we provide business education to practicing and aspiring managers and directors. Whether you are starting out in business, or looking for extra qualifications to gain a promotion our courses will keep you focused on developing your career. All courses, from marketing to accountancy, personnel management to sales, have been designed by experts in their field, and will give you "real world" skills and knowledge leading to a professional qualification to enhance your CV.



Computer Technology has become a dominant force in today's world of commerce and industry, and with new software, new technology and continual change, to get ahead you need to have access to the best resources, training and expertise available.

Training to be computer literate is not as difficult as many people think. Most of the students at West Wimbledon College start with little or no previous knowledge of computing but are able to learn the basic skills needed for their career in the shortest possible time. Others may find that they can quickly build on existing knowledge and skills. These skills can be used for employment or as a basis for higher levels of study.



Many countries in the world increasingly depend on tourism for their revenue. Therefore the demand for well-trained staff continues to grow.

At West Wimbledon College we offer an excellent range of courses for those interested in a career in the fast growing industry of Travel, Tourism and Hospitality. They are designed to offer students a choice of routes into further education and employment. The range of career options include working for: travel agencies, tour operators, transportation providers, sports and leisure facilities, and the accommodation sector.





Our highly acclaimed methods and approach to teaching English help students to develop their language skills in order to be able to communicate effectively in any English speaking environment. Our lessons are based around topics which incorporate the basic skills of speaking, listening, reading and writing.

We have capable and experienced teachers. Typically they follow standard course books and syllabi. However, in order to ensure that your learning experience at West Wimbledon College is both varied and exciting, they use a wide range of learning aids, audio-visual materials, as well as additional supplementary materials in a vibrant classroom environment.



We offer a range of courses that will meet your language training needs, whether for business, further studies overseas or travelling. Our classes are taught by experienced teachers who are trained on adapting modern methods and approaches of language training to accelerate your learning experience. This means that you will be able to develop your language skills quickly and effectively.

So why not take that vital step in personal growth and learn a new language with West Wimbledon College.

WEST
WIMBLEDON
COLLEGE

Thank you for choosing **West Wimbledon College**

How to Apply

1. Select the course you wish to study then complete the Application/Enrolment form and provide the registration fee, deposit and any documents that might support your application. If you are not sure which course is suitable for you, come over to the College or call and speak to one of our course consultants.

2. If your application is successful you will normally be offered a place within two weeks. However, if there is space available you will be offered a place immediately or invited over for an interview. You will then need to pay your fees in full or arrange a payment plan.

3. Methods of payment:

You can make payments to the college in the following ways:

- a) Cash (in person)
- b) Cheques
- c) Traveller's Cheques
- d) Credit Cards
- e) Bank Transfer (plus *Bank Transfer Fee*) directly to our bank account - (*ask for bank details*)

All payments must include a non refundable *Registration Fee*. This fee may be higher than our standard fee for some courses. Please refer to our Fees Schedule.

4. Once we have received your fees and completed application forms you will then be enrolled on the course. In the case of overseas students requiring a visa to study, we will send you the documents needed to present to the immigration authorities on your arrival in the UK.

5. Overseas students may be required to obtain an Entry Clearance Certificate from their Local British High Commission before travelling. This may involve an interview with an Entry Clearance Officer who may want to see:

- I. Your passport
- II. Your academic qualifications
- III. Your course acceptance documentation (showing tuition fees paid)
- IV. Your Visa Application Document
- V. Evidence of financial support and accommodation during your stay in the UK.

6. We are able to provide host family and other types of accommodation. Please inform us of all your requirements at least 4 weeks prior to the commencement of your course.

Please note that our terms and conditions and prospectus may have changed since the date of publication. Latest copies are available on request.

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