



# Business & Computing Examinations (BCE)

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## 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 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
- ▶ Diploma Level 6 (Advanced Diploma)

Syllabus outline available at [www.bcexam.com](http://www.bcexam.com)

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

Download Examination Fees and Examination Timetable at [www.bcexam.com](http://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](mailto:info@bcexam.com)*

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

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**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		
<p><b>Level 5 Diploma in Accounting &amp; Finance (519)</b></p> <ul style="list-style-type: none"> <li>• Financial Accounting</li> <li>• Corporate Finance</li> <li>• Auditing &amp; Assurance</li> <li>• Management Accounting</li> <li>• Taxation *</li> <li>• Forensic Accounting</li> <li>• Project (Coursework)</li> </ul>	<p><b>Level 6 Diploma in Advanced Corporate Financial Reporting (520)</b></p> <ul style="list-style-type: none"> <li>• Advanced Financial Reporting</li> <li>• Advanced Management Accounting</li> <li>• Quantitative Methods for Business</li> <li>• Financial Accounting Theory</li> <li>• Project Risk Management</li> <li>• Project (Coursework)</li> </ul>	<p><b>Level 5 Diploma in Computerised Accounting (333)</b></p> <ul style="list-style-type: none"> <li>• Windows Operating System</li> <li>• Accounting for Computerised Accounting</li> <li>• Accounting Information System</li> <li>• Excel Accounting</li> <li>• Quickbooks Accounting</li> <li>• Sage/Pastel/Tally/Myob Accounting †</li> <li>• Project (Coursework)</li> </ul>
2. Business Administration		
<p><b>Level 4 Certificate in Business Studies &amp; Internet Technology (301)</b></p> <ul style="list-style-type: none"> <li>• HTML Internet Technology</li> <li>• Accounting Principles</li> <li>• Business Communication</li> <li>• Business Organisation</li> <li>• Business Maths</li> <li>• Project (Coursework)</li> </ul>	<p><b>Level 5 Diploma in Business Admin &amp; Computer Systems (501)</b></p> <ul style="list-style-type: none"> <li>• Business Computer Systems</li> <li>• Accounting</li> <li>• Business Administration</li> <li>• Economics</li> <li>• Business Ethics</li> <li>• Project (Coursework)</li> </ul>	<p><b>Level 6 Diploma in Advanced Business Admin &amp; Database Technology (900)</b></p> <ul style="list-style-type: none"> <li>• Management Information Systems &amp; SQL</li> <li>• Human Resource Management</li> <li>• Marketing Management</li> <li>• Management Accounting</li> <li>• Financial Management</li> <li>• Project (Coursework)</li> </ul>
3. Project Management	5. Management	6. Human Resource
<p><b>Level 5 Diploma in Project Management (888)</b></p> <ul style="list-style-type: none"> <li>• Project Management Skills</li> <li>• Project Management Information Systems</li> <li>• Business Analysis</li> <li>• Project Quality Management</li> <li>• Project Risk Management</li> <li>• Project (Coursework)</li> </ul>	<p><b>Level 5 Diploma in Management (890)</b></p> <ul style="list-style-type: none"> <li>• Operations Management</li> <li>• Business Strategy</li> <li>• Organisational Management</li> <li>• International Business Management</li> <li>• Business Law</li> <li>• Project (Coursework)</li> </ul>	<p><b>Level 5 Diploma in Human Resources Management (630)</b></p> <ul style="list-style-type: none"> <li>• Human Resource Management</li> <li>• Organisational Behaviour</li> <li>• Managing the Labour Market</li> <li>• Labour Law</li> <li>• Training &amp; Development</li> <li>• Project (Coursework)</li> </ul>
4. Business Economics	6. Human Resource	6. Human Resource
<p><b>Level 5 Diploma in Business Economics (870)</b></p> <ul style="list-style-type: none"> <li>• Business Finance</li> <li>• Managerial Economics</li> <li>• International Trade &amp; Policy</li> <li>• Economics</li> <li>• Real Estate Management</li> <li>• Project (Coursework)</li> </ul>	<p><b>Level 6 Diploma in Advanced Management (891)</b></p> <ul style="list-style-type: none"> <li>• Project Management Skills</li> <li>• Entrepreneurship</li> <li>• Strategic Management</li> <li>• Business Statistics</li> <li>• International Politics</li> <li>• Project (Coursework)</li> </ul>	<p><b>Level 6 Diploma in Advanced Human Resources Management (631)</b></p> <ul style="list-style-type: none"> <li>• Project Management Skills</li> <li>• Organisational Development</li> <li>• Industrial Organisation</li> <li>• Business Research Methods</li> <li>• Ethics in Management</li> <li>• Project (Coursework)</li> </ul>
7. Marketing	8. Finance	9. Administrative
<p><b>Level 5 Diploma in Marketing (880)</b></p> <ul style="list-style-type: none"> <li>• Services Marketing &amp; Management</li> <li>• Sales Management</li> <li>• Purchasing &amp; Supply Management</li> <li>• Marketing Management</li> <li>• Retail Management</li> <li>• Project (Coursework)</li> </ul>	<p><b>Level 5 Diploma in Finance (530)</b></p> <ul style="list-style-type: none"> <li>• Public Finance</li> <li>• Financial Markets &amp; Investments</li> <li>• Financial &amp; Managerial Accounting</li> <li>• Financial Management</li> <li>• Corporate Governance</li> <li>• Project (Coursework)</li> </ul>	<p><b>Level 5 Diploma in Administrative Assistant (677)</b></p> <ul style="list-style-type: none"> <li>• Help Desk &amp; Problem Solving Skills</li> <li>• Accounting</li> <li>• Business Management</li> <li>• Business Legal &amp; Regulatory Environment</li> <li>• Personal Finance</li> <li>• Project (Coursework)</li> </ul>
<p><b>Level 6 Diploma in Advanced Marketing (881)</b></p> <ul style="list-style-type: none"> <li>• Consumer Behaviour</li> <li>• International Marketing</li> <li>• Strategic Marketing</li> <li>• Marketing Research</li> <li>• Advertising Management</li> <li>• Project (Coursework)</li> </ul>	<p><b>Level 6 Diploma in Advanced Finance (531)</b></p> <ul style="list-style-type: none"> <li>• Behavioural Corporate Finance</li> <li>• Financial Risk Management</li> <li>• Quantitative Methods for Business</li> <li>• Finance Theory</li> <li>• Economics of Social Issues</li> <li>• Project (Coursework)</li> </ul>	<p><b>Level 5 Diploma in Secretarial Studies (777)</b></p> <ul style="list-style-type: none"> <li>• Computer Keyboard, Typing &amp; WordProcessing Skills</li> <li>• Accounting</li> <li>• Business Office Skills</li> <li>• Business Legal Documents</li> <li>• Managerial Comm &amp; Interpersonal Skills</li> <li>• Project (Coursework)</li> </ul>
10. Hospitality	Level 5 Diploma in Travel & Tourism Management (620)	
<p><b>Level 5 Diploma in Hotel Management (610)</b></p> <ul style="list-style-type: none"> <li>• Front Office Management</li> <li>• Food &amp; Beverage Management</li> <li>• Hospitality Management</li> <li>• Hospitality Managerial Accounting</li> <li>• Hospitality Strategic Management</li> <li>• Project (Coursework)</li> </ul>	<p><b>Level 5 Diploma in Travel &amp; Tourism Management (620)</b></p> <ul style="list-style-type: none"> <li>• Tourism Management</li> <li>• Travel &amp; Tourism Marketing</li> <li>• Tourism Law</li> <li>• World Geography</li> <li>• GDS Fares and Ticketing</li> <li>• Project (Coursework)</li> </ul>	<p>* <b>Taxation.</b> Syllabus to be tailor made to conform to local tax pertaining to Centre country; hence exam questions will be based on country taxation system.          † <b>Sage/Pastel/Tally/Myob Computerised Accounting Packages</b> - Centre to choose <u>only one package</u> from the list. However, if Centre opts for more than one; examination fee of £25 per each extra package applies.</p>



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**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 Diploma in Adv 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 Diploma in Adv 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 Diploma in Advanced 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 Diploma in Adv Web Development**

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

**Level 6 Diploma in Adv Graphic Design (992)**

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

**Level 6 Diploma in Advanced 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)**

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

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