

Why Choose WGC?

- One of our main objectives at WGC is to constantly strive for excellence as we are committed to deliver high quality and affordable education in different disciplines with a wide range of courses.
- Serving as an international exemplar of the benefits to be gained through consortia practices in higher education.
- Using new and modern methods of teaching.
- Continuing to fulfil our mission to establish, maintain and enhance our distinctive contribution to society in regional, national and international contacts through our programmes of education and professional training.
- Our services include assistance with accommodation; help opening a bank account, discounted transport scheme, support in finding a part-time job and general advice about life in Glasgow.
- Course materials are included in our fees (on selected courses only).
- One-to-one sessions for students with special needs.
- Provide assistance for EU students with student loans & grants.
- Welcome to Glasgow, Scotland's largest city a place with a lively combination of historic charm, thriving economy and cosmopolitan community. Glasgow is



- Innovation and excellence in the teaching.
- Offering a flexible time schedule for working people.
- Offering programmes and courses that are delivered by teaching staff who are experts in their field with the related research interest which informs the development of the curriculum, thus providing a stimulating learning environment for students.
- Offers value for money, competitive tuition fees with flexible payments options.
- Friendly reception and support staff are always available to offer advice and assistance and to deal with students' enquiries.
- Small study groups for personalised attention.
- Highly recognised qualifications and accreditations from renowned British Universities and leading professional bodies and authorities.
- Welfare support to make your stay more enjoyable.

the perfect centre for study, for work, for leisure, and for games. It is a city boasting a wealth of culture and leisure attractions which make it very vibrant place to live and study. Time Out Glasgow caters for all tastes in arts, culture, leisure and entertainment with well-known theatre, concert and music venues regularly attracting national and international artists and companies. Cinema multiplexes, galleries, museums and first-class sports and leisure facilities mean there is always plenty going on in the city.

Student Support Services at WGC

- Health Services
- Eligibility to Work whilst studying
- Student Bank Account
- Accommodation
- Travel Discount Scheme
- Library Facilities

Admission Procedure

There are three stages to admitting a student to attend a course at WGC.

Application

The student submits an application form to undertake a specified course of study. Additionally the form also provides a history of previous education and experience. Supporting evidence is provided at this stage.

The WGC assesses the application and makes a decision either to reject or accept the application. In each case a letter is sent to the student.

Note: that application forms can be completed online at:
http:// www.wgcollege.co.uk
e-mail: admission@wgcollege.co.uk
Tel: +44 (0) 141 332 8780
Fax: +44 (0) 141 404 2547

For overseas students, further advice and assistance can be obtained by contacting the British Council or our international offices located in your country.

Admission (Registration)

If the application is accepted, an offer is made to the student subject to conditions; for example acceptance of the offer within a specified time and payment of fees.

Some applications may require acceptance or registration with other academic institutions. These should be successfully completed before an offer is made to the student.

When the student has accepted the offer of a place on a course and all conditions have been satisfied, the student is admitted to the course and a place reserved for the student. A confirming letter is sent to the student.

Enrolment

After admission and initial attendance at the WGC, final formalities may be completed. At this time a Student ID card is issued. The student may then be considered enrolled on the course.

On arrival, all students will be assessed for their competence in English. In some cases, studies in English language may be required by the student before commencing the chosen course of study.

Paying fees

After your application has been successful and you have received our acceptance letter, you can start making arrangements for tuition fees to be sent to the College. If you are paying your fees from overseas, please ask your bank to issue a certified Banker's Draft/Cheque payable directly to WGC, which you should send to us by courier or registered post. If your fees are to be paid by a sponsor in the UK please ask the sponsor to telephone the College to arrange an appointment to see the Admissions Officer.

Diploma in IT

Diploma Level of BCS Professional Examination.

This level is academic equivalent to Year 2 of UK university honours degree and is recognised by the QCA as level 5.

By beginning the diploma in IT level course, BCS assume knowledge of the certificate in IT level modules (of exemption) and focuses on the following:

Modules:

• Professional Issues in IS Practice
• Computer Architecture
• Computer Networks
• Database Systems
• Principles of Internet Technologies
• IT Project Management
• IT Service Management
• Object Oriented Programming
• Software Engineering
• Systems Analysis
• Systems Design
• The Internet & World Wide Web
• Principles of User Interface Design

Completion of the diploma examinations level means you are eligible to apply for BCS Membership if you have 3 years experience as an IT professional.

Professional Projects

In order to finish the Diploma in IT level candidates must complete a project.

Successful completion of the project and examination enable you to apply for selected degree courses with universities and means you are eligible to apply for BCS membership (MBCS) if you have 2 years' experience as an IT professional.

Professional Graduate Diploma in IT

This level is the academic equivalent to Year 3 of a UK university honours degree.

It is recognised by the Qualifications and Curriculum Authority (QCA) as Level 6.

By beginning the Professional Graduate Diploma in IT level course BCS assumes knowledge of the Certificate in IT and appropriate Diploma in IT level modules (or exemption) and focuses on the following:

• Advanced Database Management Systems
• Management Information Systems
• Software Engineering 2
• Computer Services Management
• Distributed and Parallel Systems (April only)
• Knowledge Based Systems (April only)
• Network Information Systems (April only)
• Programming Paradigms (April only)
• Realising the User Interface (April only)
• System Design Methods (April only)
• Web Engineering (April only)

BCS recommends a minimum of 250 hours study per module and the course culminates in a 3 hour written exam focusing on four of the above modules of your choice. Please be aware that practical experience is required to answer some parts of the exam.

Completion of the Professional Graduate Diploma Examinations level means you are eligible to apply for BCS membership if you have 2 years experience as an IT professional.

Professional Project

In order to finish the Professional Graduate Diploma in IT level candidates, must complete a project, which will be the academic equivalent of a UK university honours degree project and has a recommended minimum study time of 300 hours.

Successful completion of the project and examination enables you to apply for selected postgraduate courses at university and means you are eligible to apply for BCS professional membership (MBCS).

BSc in Computing & Information Systems

(British Computer Society Degree Pathway)

Formed in 1957, the British Computer Society (BCS) is the industry body for IT professionals and a Chartered Engineering Institution. The Qualifications and Curriculum Authority (QCA) has accepted the BCS Professional Examinations into the National Qualifications Framework at Level 4, 5 and 6 (www.bcs.org.uk). At WGC, students follow levels 4 and 5 and if successful may chose to either gain a BSc from any UK university or complete the BCS Professional Graduate Diploma (Level 6).

Minimum Entry Requirement:

One 'A' level in any subject and four GCSE/GCE 'O' levels, including English language and maths.

Mature candidates with appropriate work experience may be considered.

If you do not satisfy the minimum entry requirement, you can still achieve the degree by completing a foundation year. Candidates must become members of BCS.



Foundation Year

Semester 1

Introduction to Business Communication
Computing Awareness
Computers & Computing
Introduction to Programming (VB1)

Semester 2

Introduction to Programme design
Programming with VB (VBII)
Introduction to C++

Year 1

Term 1

Programming With Visual Basic.Net I
Software Development
Information System

Term 2

Numerical Analysis
Internet technology
Programming with Visual Basic.Net II

Term 3

Computer Organisation
Professional Issues in Information System
Web Design

Year 2

Term 1

IT service Management
Database Systems
Programming with Java I

Term 2

Software Engineering methodology
OOSAD
Research Methodology
Programming with Java II

Term 3

Professional Issues in Information System
Project Management
Object with Java III
Project

Year 3 (Top-Up Year)

Candidates successfully completing the third year of the programme can either continue with BCS and take the two years Professional Graduate Diploma or apply to University of Hertfordshire or any UK university for a top-up BSc (Hons) programme. For more details see www.bcs.org.uk



The Institute of Administrative Management IAM

The Institute of Administrative Management is the leading professional body and UK government recognised awarding body for those involved in the administration and management of business. The organisation is over 90 years old and has developed tailor-made qualifications in administrative management which reflect the skills and knowledge required by professional business leaders throughout their career



IAM Diploma in Administrative Management

This qualification is for individuals who wish to develop their understanding and improve their management skills. It enables individuals to take a systematic approach to organisational and information management.

You will learn how to:

- Use the principles of Human Resource Management
- Apply new management tools and skills
- Use analytical tools to improve management decision making
- Organise and communicate with multiple teams
- Identify and implement change to systems and processes

Benefits to you:

- Manage individuals, teams and projects effectively
- Take a leading role in identifying and implementing change for the better in your organisation
- Gain the theoretical and practical understanding required by senior managers

Study Mode:

Full Time / Part Time

Guided Learning Hours:

The Diploma is open to anyone who has at least 2 years

previous experience or relevant Certificate level qualifications from the iam or other bodies. The Diploma can normally be completed in 1 to 2 years, depending on the time individuals have available.

The award is made up of 5 units:

- Unit 1: People in Organisations
- Unit 2: Administrative Systems and Processes
- Unit 3: Professional Administration
- Unit 4: Information for Decision Making
- Unit 5: Case Study or Project Report

Assessment

The units are assessed by a three hour unseen written paper comprising two sections A and B. Section A has eight compulsory short answer questions designed to test candidates knowledge and understanding of concepts and terminology. Section B has a choice of two questions from four designed to assess the candidates appreciation of the unit. A question will be set from each of the area Learning Syllabus.

The project report is assessed through a 3,000 - 4,000 word report to a senior manager.

Career Progression:

Completion of the Diploma leads to the Advanced Diploma in Administrative Management.

Successful completion of the Diploma entitles students to associate member of the iam.

Entry Criteria

The Diploma is open to anyone who has at least 2 years relevant previous experience or Certificate level qualifications from the or relevant other bodies. The Diploma can normally be completed in 1 to 2 years, depending on the time individuals have available.

IAM Advanced Diploma in Administrative Management

This qualification is for individuals who want to use best practice tools and techniques to manage organisations. It enables individuals to work at a senior level, making and implementing strategic decisions.

You will learn how to:

- Use business models to design and implement effective systems
- Understand and apply strategic decision making skills
- Apply best practice in Human Resource Management
- Use financial and project management tools
- Manage finances and other resources

Benefits to you:

- Operate comfortably and effectively at senior levels
- Use your knowledge and experience creatively to deliver organisational improvements
- Prove your ability to operate as a senior manager

Study Mode:

Full Time / Part Time

Guided Learning Hours:

The Advanced Diploma is open to anyone who has relevant Diploma level qualifications from the or other bodies. The Diploma can normally be completed in 1 to 2 years, depending on the time individuals have available.

The Advanced Diploma is made up of five units:

- Unit 1: Administrative Systems in the organisation
- Unit 2: Strategic Issues in Administration
- Unit 3: Administrative Management of Resources
- Unit 4: Human Resource Management & Practice
- Unit 5: Case Study 2 or Project Report 2

Assessment

The units are assessed by a 3 hour closed book examination. The paper comprises of a choice of 4 questions from 8, designed to assess the depth and breadth of candidates' knowledge of the unit.

Progression

Students can progress from this qualification to the BA (Hons) Degree Programme. Successful completion of the Advanced Diploma entitles students to full membership of the .

Entry Criteria

The Advanced Diploma is open to anyone who has the Diploma/4th level qualifications from the or relevant other bodies.

Travel, Tourism and Hospitality courses

NCFE Level 3 Certificate In Travel And Tourism Management

West George College a registered course provider of NCFE which is a National awarding body. Awarding bodies design and award qualifications which recognise the skill, knowledge and understanding achieved by a learner at a particular level and in a particular subject.

- 01: Travel And Tourism Legislation
- 02 : Travel Sales Promotion
- 03: Contemporary Issues In The Travel And Tourism Industry
- 04: Leading And Supervising In Travel And Tourism
- 05: Service Quality And Customer Service In Travel And Tourism
- 06: Business Skills For The Travel And Tourism Industry

Target Group

This qualification will be attractive to learners who are already in employment and who wish to begin management training before or shortly after taking some management responsibility. It will also prepare learners who may wish to pursue management training at higher levels, or in more depth. Learners from other subject sector or employment areas may wish to use the qualification to move from one vocational area into travel management.



