

## Essential Business Award

### Designed for:

The Essential Business Award comprises courses suitable for those who wish to gain an overview of business structure and law as well as accounts. You will also learn how to use Microsoft Excel to an employable standard.



### Objectives:

By studying this Award you will be introduced to the principles of business

### Subjects:

Introduction to Business Structure and Law - this course is designed for those who wish to start their own business, those looking for work as well as employees who wish to learn more about how companies are structured. Understanding Business Accounts will help you understand how to read and interpret business accounts and Microsoft Excel will enable you to learn spreadsheet skills to a good working standard.

- Introduction to Business Structure and Law
- Understanding Business Accounts
- Microsoft Excel

### Benefits:

The Essential Business Award provides you with a valuable overview of business structure and law as well as business accounts to help you when applying for a position in the world of business.

### Guideline learning time:

Full time or part time study - 60 hours

### What Next?

For more rounded office skills, students could go on to study the Pitman Training Introduction to Business Diploma. Students should discuss all options with a course advisor.