

Introduction to Business Diploma

The diploma offers an overview of business structures and finance; it will also equip you with a range of key skills, particularly in finance administration and book-keeping, as well as widely used Microsoft Office applications such as Excel and Word. Having completed this diploma, you can be confident that employers will have evidence that you have a thorough knowledge of business and key business skills, which other candidates may not possess. It is also a way to change careers or return to work after a break.



Course Content

Core Subjects

- **Introduction to Business Structure and Law** - Learn why different types of business exist, terms relating to business, AGMs and EGMs, roles and responsibilities of shareholders, directors and the company secretary
- **Understanding Business Accounts** - will help you understand how to read and interpret business accounts
- **Book-keeping Level 2 Module 1** - Learn double-entry book-keeping in order to keep accurate accounting records
- **Sage 50 Accounts** - Learn how to apply manual book-keeping skills to a computerised accounting program
- **Microsoft Excel** - Learn spreadsheet skills to a good business standard. This will enable you to create spreadsheets, enter data, formulas and functions, create charts and more.
- **Microsoft Outlook** - Learn how to share, manage and schedule information electronically.
- **Get into Marketing** - Learn the main principles of marketing covering subjects such as a product life cycle, pricing and promotion strategies, advertising, attending and exhibiting at Trade Shows.
- **Microsoft Word** - Learn word processing skills to a good business standard.
- **Effective Business Communication** - Learn to communicate effectively in business - by letter, email, telephone and personal presentations.
- **Microsoft Word Expert** - Learn advanced word processing skills including mail merge, graphs, macros, creating an index, table of contents and more.

Recommended Electives - choose TWO:

- Time Management
- Interpersonal Communications
- Managing Internal and External workplace communications
- Communications in an Organisation
- Marketing Principles and Practices
- Get Into HR
- Get Into PR
- Dreamweaver
- Introduction to HTML
- Meetings and Minutes seminar

The above are recommended electives for this Diploma. Alternative subjects may be chosen. Please discuss the options with your Course Advisor.

Guideline Learning Time: 7 weeks full-time* (200 hours flexi study) *based on 20-30 hours a week