

Introductory Diploma in Business (Level 1)

This course is designed to provide you with a broad education as a basis for further training, or to move into employment. You will look at a business and find out how it operates. You will look at different ways of describing what businesses do, and how and why they do it, the costs and revenues involved in starting up a business, how to calculate profit and loss, and the different methods for making and receiving payments. You will investigate the legal rights of employers and employees, training and induction, rewarding people and motivation and learn how to present yourself well, know where to look for jobs and be able to identify the types of jobs that are suited to you.

Course Duration			How will I be assessed			Where do I go from here					Exam Board
3 Months	1 Year	2 Years	Assessment Practical	Assessment Written Exam	Coursework	Level 1	Level 2	Level 3	University	Employment	
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