

The Advanced Diploma in Business, Administration and Finance

Last year 70,000 young people started new businesses in Britain. Have you got the talent and desire to be one of them? Do you want to make a difference? Are you interested in taking a lead in the global world in which we live? If you are interested in a career at management level in business, finance, administration or advertising, marketing, enterprise and accountancy the **Advanced Diploma in Business Administration and Finance** could be just what you have been looking for.

Diploma learning is different. It will allow you to learn the skills that Higher Education and Employers are really looking for, like team working and independent research skills. Throughout the course you will develop these personal and practical skills by working in the real world with industry professionals. You will also be guaranteed work experience which will allow you to make your mark with employers and ensure you stand out from the crowd in terms of future applications to Higher Education or the world of Employment.

You will produce a specialist project which will allow you to work alone or with employers to produce a study or to come up with a creative business idea which reflects your personal talents.

The Advanced Diploma is equivalent to 3.5 GCE A Levels and is available at John Leggott College.



Sounds good? Ask your teacher or careers adviser about the Diploma if you think it is right for you. If you want to find out more, go to:

www.lincs2.co.uk
www.connexions-direct.com
www.leggott.ac.uk



The Diploma

Bringing learning to life

The Advanced Diploma in **Business, Administration & Finance**

Principal Learning

- Unit 1: Business Enterprise
- Unit 2: Business Administration & Events
- Unit 3: Personal Finance & Financial Services
- Unit 4: Business Finance & Accounting
- Unit 5: Marketing & Sales
- Unit 6: Customer Service
- Unit 7: Teams & Communication
- Unit 8: Responding to Change
- Unit 9: Corporate Social Responsibility
- Unit 10: Careers & Employment in Business

Generic Learning

Functional Skills: Maths, ICT & English

Personal Learning & Thinking Skills

Work Experience

Project

Additional and/or Specialist Learning

Qualifications: An A Level of your choice

Study this Diploma at:
John Leggott College

Entry Requirements:
5 A*-C GCSE Grades including English & Maths