

Business future content: 1pm - 4pm £175.00

Read the exciting brief outline of the units. (Occupational Studies)



No.	Course	Unit information
1	Unit 44 Working in an office setting (H/505/3664)	In this unit the learner will understand how to work as part of an office team and organise own work.
2	Unit 45 IT user fundamentals (R/505/3658)	In this unit the learner will be able to use IT systems, respond to common problems and be able to organise, store and retrieve information. The learner will also understand the need for safety and security practices. They will be able to respond to common IT system problems.
3	Unit 48 Spreadsheet software skills (Y/505/1698)	In this unit the learner will understand how to enter and edit information in a spreadsheet and use formulae, tools and techniques to present spreadsheet information. **BRING YOUR DEVICE TO USE SPREADSHEET ONLINE**
4	Unit 49 Using the Internet (M/505/3893)	In this unit the learner will be able to get online with an internet connection, use browser software and tools for navigation, searching and communicating information whilst following safe and secure practices when working online.
5	Unit 76 Introduction to self-employment (Y/504/6324)	In this unit the learner will learn about self-employment, associated successful characteristics, planning for self-employment and also about income and expenditure.
6	Unit 77 Personal finances (Y/504/8641)	In this unit the learner will understand income and expenditure, strategies for living on a limited budget and how to undertake financial transactions. The learner will also understand key financial information on everyday documents, what saving means and be able to produce a simple budget.

[Book a FREE chat now!](#)

[Enrol now:](#) To secure your place on this course, please complete our enrolment form and email/scan your *completed* and *signed* version back to us at info@LVSTraining.co.uk as soon as possible because places are limited.

Successfully achieving the qualification: Internally assessed portfolio of evidence

Timetable of UNITS DAYS

		Monday	Tuesday	Wednesday	Thursday	Friday
COURSE	Social Media	No.1 No.2 No.3	No.3 No.4 No.5	No.5 No.6 No.7	No.8 No.9 No.10	No.10 No.11 No.12 Portfolio submission
	Self-employment	No.4	No.1 No.2	No.3	No.3 No.6	No.5 Portfolio submission

*Days of timetabled units are subject to change.