



WHY DO THE PROFESSIONAL BUSINESS DIPLOMA?

An excellent alternative to university

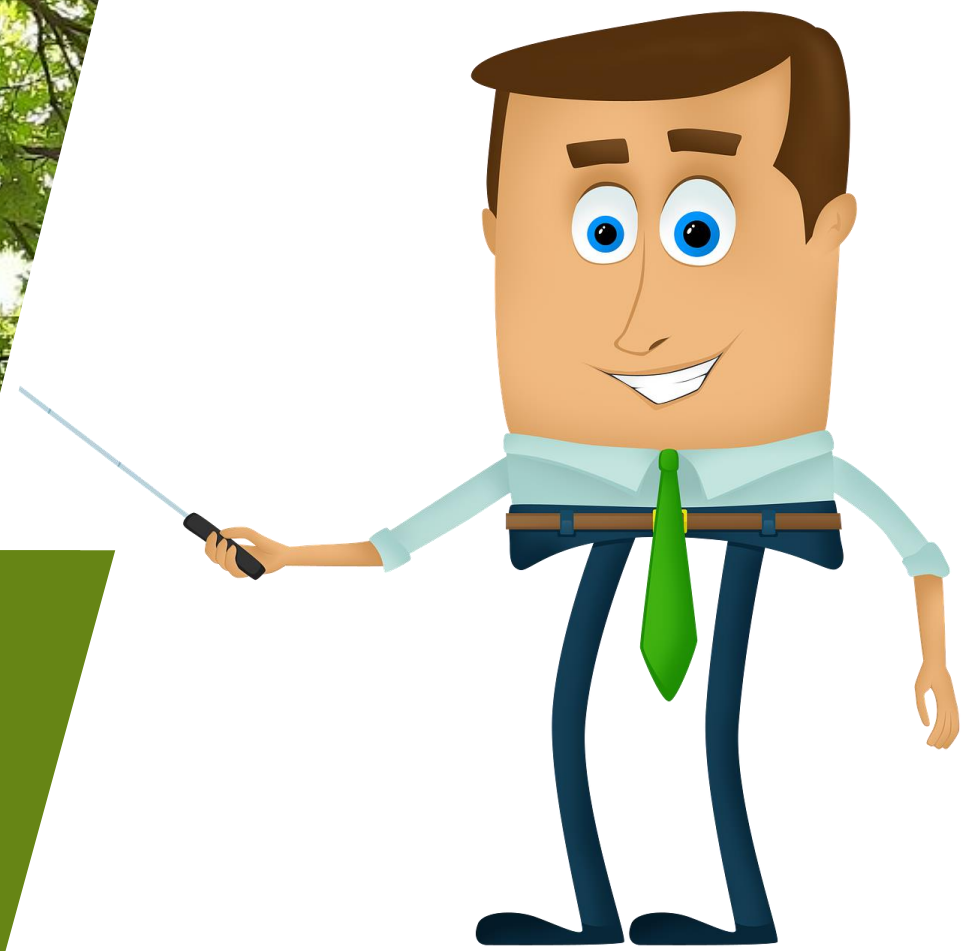
A positive and fun gap year

A valuable addition to a university degree



THE SKILLS THAT EMPLOYERS ARE LOOKING FOR

They want valuable staff who have advanced Microsoft Office skills, and an understanding and awareness of the business world, who can hit the ground running from day one.



STRUCTURED INTENSIVE LEARNING

Monday to Friday - 21 hours per week – classes, workshops, visiting speakers, projects, research, presentations, mock interviews, CV preparation, introduction to recruitment agencies.



ADVANCED IT SKILLS

Teaching all Microsoft programs to an advanced level, document creation, problem solving, preparing professional presentations, understanding database structures and contact management.



OFFICE SKILLS

Diary management, fast notetaking, proof reading, Business English, keyboard accuracy, customer service methods, report writing skills, video-conferencing, travel itineraries and budgets.

SUCCESS



MARKETING

Online methods and the 7 Ps of marketing, competitor research, analytics and insights, SEO, cross platform social media campaigns, data gathering, content management, GDPR, telephone techniques, online advertising and sales.





BUSINESS COMMUNICATIONS

Develop communication skills needed for effective interaction in the business world. Verbal and non-verbal communication, emails, press releases, documentation, interviews, meeting structures and company staff policies.



BUSINESS AWARENESS AND INSIGHTS

Manage a Stock Exchange project involving company research, monitoring share prices, understanding the trading environment, external threats, new opportunities and a formal presentation.





CAREERS AND PROSPECTS

Property, Recruitment, Investments, Entrepreneurs and Start ups, Charity, Advertising, Events, Legal, Music and Media, Royal Family, Assistant to HNWI, Private Households, PR and HR, Fashion, Travel, Education and Hospitality.





LIVING THE STUDENT LIFE IN OXFORD

Oxford has 2 universities and 42,000 students so the city has a great social life - cinemas, cafés, pubs, clubs, sports, shopping, culture, rooftop restaurants, beautiful parks and lots of bicycles!



STUDENT ACCOMMODATION

Houses with 4-6 students just a 15-20 walk or cycle to college. Each student has a private single bedroom and shared bathroom, kitchen and living room. Experience a great social life, make new friends and enjoy the independence of living in a beautiful city.



VISIT US FOR A TOUR AND AN
INTERVIEW WITH THE PRINCIPAL

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