Thurrock Adult Community College

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Course Outline and Details

Course Code 14014Y24   **Title:** Business and Retail L1

Time and duration		**Location**	
Start Date:	23 January 2025	Grays Area	
Start Time: 12:30	End Time: 15:45	Grays Area	
Start Day:	Thursday		
No. of Lessons:	15	Grays	
No. of Weeks:	15	Essex	
Total No. of Hours:	48.75	RM17 5DD	E: tacc@thurrock.gov.uk

Description

This qualification provides a basic, introductory set of knowledge and skills, relevant to business and retail.

What will I learn?

This course focuses on developing workplace communication skills and understanding the essentials of digital marketing. Key areas include:

Writing clear and professional documents.
Effective verbal communication and presentations.
Crafting product descriptions, promotional emails, and digital ads.
Using platforms like Facebook and Instagram for marketing.
Practical experience in digital product marketing.

Entry Requirements

Skills Scans

What do I need to bring?

Note pad and Pen

Note: we are unable to refund the cost of these if the course is cancelled

What support is available?

You can arrange to see an information, advice, and guidance (IAG) advisor for career guidance and support.

The Discretionary Learning Support Fund (DLSF) can be used to help with travel costs and other expenses, our Learner Experience Team can support you with your application.

If you require any additional support or have any special requirements that you have not already told us about, please inform us as soon as possible by emailing: TACC@thurrock.gov.uk a member of our Learning Support team will contact you to talk about these confidentially.

Please advise your tutor of any medical or health issues that may impact on your learning or your safety whilst attending the college.

What is expected from me?

To attend all classes and complete a portfolio of work.

Key dates

Courses run mainly from September to February or February to July.
No sessions will take place during college holidays.
You are required to attend your exam, and if you do not you may not have the opportunity to take the exam or retake the course.

Additional information

Access to a computer or laptop is essential for this course, which uses Google Classroom.
Learners may have the option to loan a Chromebook for the duration of the course – please discuss this with your tutor at the start of your course.

What can I do next?

We have a wider and varied range of classes at Thurrock Adult Community College and with our partners across the borough. Your tutor will be able to advise of other sessions, but also check out our college website and social media pages for new and exciting courses throughout the year.

We can offer our courses in partnership with community organisations across the Borough, so please let us know if this would be of interest.