Business, Accounting & Retail

Introductory Certificate in Business

Campus: Rotherham College
Code: R12SP01
Level: 1

About This Course

This course is designed for those who are interested in a career in a business-related field. You will develop business-specific skills including written English in a variety of business contexts such as emails, letters and producing other business documentation alongside wider transferable employability skills such as good communication, organisation and presentation to prepare you for further study.

What Will I Study?

You will study a range of topics including:

- Businesses in Your Area
- Communication with Customers
- Organising Meetings
- Presenting a Business Idea
- Contribute to Running an Event
- Researching a Topic

Why Study Here?

You will have the opportunity to:

- Carry out a variety of projects both in College and in the local community
- Visit local businesses and meet local employers to learn more about how business works
- Meet guest speakers who will tell you more about their roles in business

- Learn from industry experienced tutors

Entry Requirements

- GCSE passes or entry level qualifications
- You can study for your GCSE English and maths alongside this course if you do not already hold the required grades

How To Apply

You can apply using our online application form and clicking the **Apply Now** button at the top of this page.

For more information support with your enquiry or application please contact Student Services by emailing info@rotherham.ac.uk or by calling **01709 362111**.

What Courses Can I Progress Onto?

- Level 2 Business
- An intermediate business administration apprenticeship

Tuition Fees

- 16-18 year olds do not need to pay course fees
- Those aged 19 or over may not need to pay fees depending on their circumstances. Find out if you qualify here [https://www.rotherham.ac.uk/course-fees/] .

If you need
further advice or guidance please contact the Enquiries Team on **01709 362111.**

PLEASE NOTE

We make every effort to ensure information within our online course directory is accurate and a true representation of the courses we are offering in 2027-28. However, we do reserve the right to make changes if necessary.

Last updated: 7th November 2026