



Criteria for award of diploma

General

- A student who is awarded a diploma has taken a complete programme certified by the accreditation body for Upper Secondary School Business Diploma.
- The course programme comprised at least 550 points in business subjects (Business Administration, Administration and Law, course codes FE, ADM and RK), of which at least 350 points are Business Administration (course code FE).
- The student has taken at least up to and including Mathematics C, received at least the grade pass in all courses and completed approved Project work of 100 points, with a Business Administration specialisation.
- The student has taken at least 200 points in one and the same modern language (can be replaced by mother tongue).
- The course programme has contained reality-based learning arranged in collaboration with businesses in the local community.

The course programme has been permeated with the overall perspectives below :

- Historical perspective
- Entrepreneurial perspective
- Gender and diversity perspective
- Ethic perspective
- Environment and sustainable development
- International perspective
- Scientific perspective

Business competence - The student must have demonstrated that he/she:

- understands how the systems, processes and flows work in the marketing of a business and in other contacts with the market;
- can apply rules for invoicing, current accounts and reconciliations;
- can apply rules for monthly accounts and annual accounts in a model company;
- can apply rules for sales and purchase ledgers in a modern financial or business system;
- is familiar with laws concerning VAT management, entertainment and disbursement accounting.

Digital competence - The student must have demonstrated that he/she:

- can apply frequently occurring functions of the Office package or equivalent, especially spreadsheets and word processing programs;
- can apply rules for administration of wages and salaries and other usual tasks in an integrated business system.

Linguistic and communicative competence - The student must have demonstrated that he/she:

- can present general and financial information verbally or in writing to different target groups in different situations;
- can communicate using financial terminology, at least in Swedish and English, and also
- can apply his/her computer skills with both verbal and written presentations.

Social skills - The course programme has contained components which have enhanced the student's ability to:

- demonstrate a positive attitude and work well in a group;
- act with integrity and a critical approach;
- be enterprising, flexible, adaptable, dedicated, outgoing, courageous and service minded;
- be able to manage customer and supplier contacts in a professional manner, and also
- have the willingness and ability to relearn and learn new things.