



Business, Finance and ICT

“The Level 1 course is excellent. I have learned a lot and overcome my fear of using a computer.”





Business, Finance and ICT

Getting started

We offer a range of courses to help you get started in IT, Business and Finance. Need to know more about computers and the Internet? Enrol onto one of our friendly and supportive IT for Beginners classes. If you want to gain skills to work in Finance then our Bookkeeping and Sage for Beginners courses are a good place to start.

Develop and build your skills

If you are looking to improve your skills we offer courses for those who already understand the basics. Our IT Improvers classes help you develop and expand the skills you have learned in Beginners. We have a range of Project Management courses to build your business skills, including MS Project which combines business and IT. We also offer a range of Web Development courses using Python.

Creative IT

Use the latest Adobe software and learn how to:

- Edit photos and videos
- Design graphics and publications
- Create your own website

Qualify in IT

We offer nationally recognised qualifications in IT. The courses are:

- Prepare for ECDL
- ECDL Essentials Level 1*
- ECDL Extra Level 2*

* Note: you will need to complete both Essentials and Extra to obtain the full ECDL qualification.

ICT Levels

Beginners

IT for Beginners is suitable for those with little or no previous experience of using IT. For other Beginners courses you will need basic computer skills eg opening software applications, saving files etc.

Improvers/Intermediate

Suitable for those with existing knowledge of the topic as basic functions/tasks will not be covered.

Level 1/Level 2

These are qualification courses and not suitable for complete beginners. See the course outlines for entry requirements. Your existing skills will be assessed during the Prepare for ECDL courses.

CASE STUDY

Ayesha Khatun

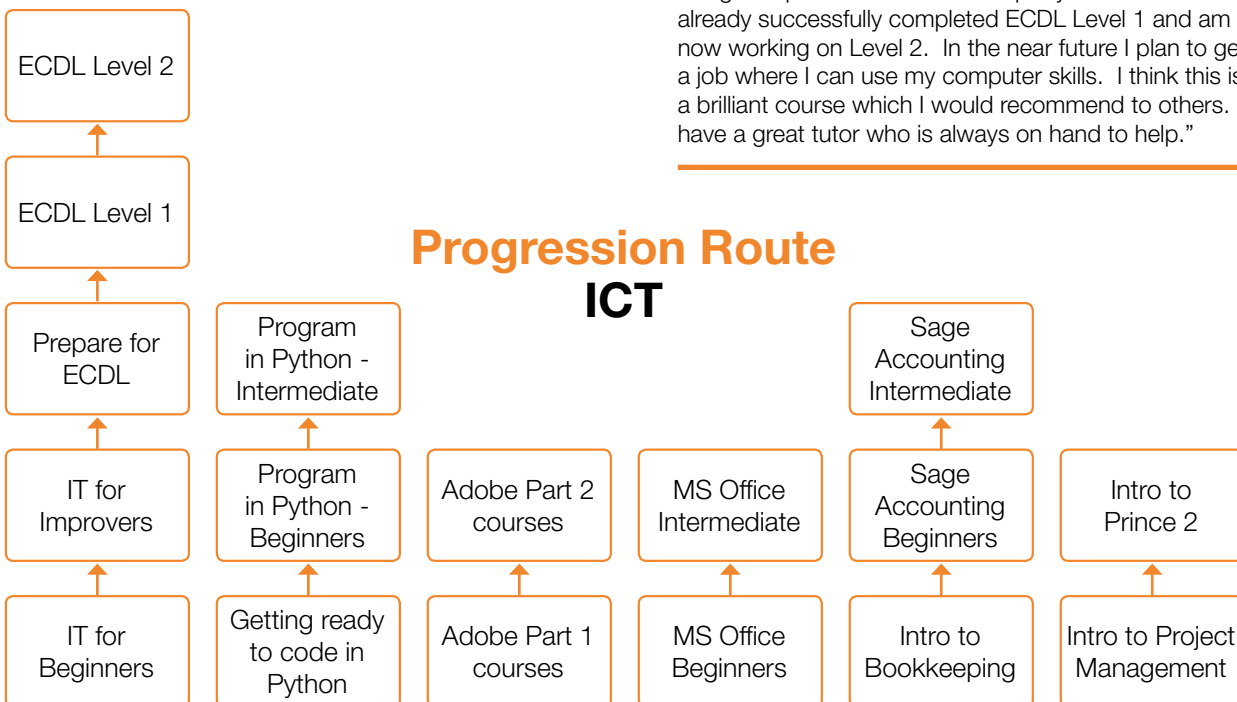
ECDL Level 2



“I really wanted to improve my computer skills so I joined the IT for Improvers course.

I enjoyed learning and the time and location of the course fitted into my lifestyle. I learned Word, Excel and computer security. This has enabled me to take on the challenge of ECDL to build my confidence in using computers and skills to help my career. I have already successfully completed ECDL Level 1 and am now working on Level 2. In the near future I plan to get a job where I can use my computer skills. I think this is a brilliant course which I would recommend to others. I have a great tutor who is always on hand to help.”

Progression Route ICT





Course Code	Day of Week	Start Date	Timetable				Venue	Course Fees		
			Start Time	End Time	No Weeks	Full Fee		Concessionary	Band	

Qualify in IT and Computing

Prepare for ECDL

A1278	Tue/Thur	17/09/2019	09:30	11:30	5	ISW	£55.00	£20.00	4A
A1039	Tue/Thur	17/09/2019	18:00	20:00	5	ISW	£55.00	£20.00	4A

ECDL Essentials - Level 1

Y1280	Tue/Thur	29/10/2019	09:30	12:30	11	ISW	See page 51		ASB.1
Y0841	Tue/Thur	29/10/2019	18:00	21:00	11	ISW	See page 51		ASB.1

ECDL Extra - Level 2

Y1281	Tue/Thur	25/02/2020	09:30	12:30	17	ISW	See page 51		ASB.2
Y1182	Tue/Thur	25/02/2020	18:00	21:00	17	ISW	See page 51		ASB.2

Learn IT

IT for Beginners

A1152	Tuesday	17/09/2019	18:30	20:30	10	ISCS	£55.00	£20.00	4A
A1149	Thursday	19/09/2019	10:00	12:00	10	ISCS	£55.00	£20.00	4A
A0142	Friday	20/09/2019	10:00	12:00	10	ISW	£55.00	£20.00	4A
B1150	Thursday	16/01/2020	10:00	12:00	10	ISCS	£55.00	£20.00	4A
B1153	Thursday	16/01/2020	18:30	20:30	10	ISCS	£55.00	£20.00	4A
B0143	Friday	17/01/2020	10:00	12:00	10	ISW	£55.00	£20.00	4A
C1151	Thursday	23/04/2020	10:00	12:00	10	ISCS	£55.00	£20.00	4A
C1154	Thursday	23/04/2020	18:30	20:30	10	ISCS	£55.00	£20.00	4A
C0144	Friday	24/04/2020	10:00	12:00	10	ISW	£55.00	£20.00	4A

ICT Improvers

B1278	Tuesday	14/01/2020	18:30	20:30	10	ISCS	£55.00	£20.00	4A
C1277	Tuesday	21/04/2020	18:30	20:30	10	ISCS	£55.00	£20.00	4A





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Microsoft for Business

Get started with Microsoft Excel 2016

A0074	Monday	28/10/2019	09:30	12:30	1	ISW	£8.00	£3.00	4A
B0075	Monday	24/02/2020	09:30	12:30	1	ISW	£8.00	£3.00	4A
C0076	Monday	01/06/2020	09:30	12:30	1	ISW	£8.00	£3.00	4A

Microsoft Excel 2016 - Intermediate

A0077	Monday	04/11/2019	09:30	12:30	1	ISW	£8.00	£3.00	4A
B0078	Monday	02/03/2020	09:30	12:30	1	ISW	£8.00	£3.00	4A
C0079	Monday	08/06/2020	09:30	12:30	1	ISW	£8.00	£3.00	4A

Get started with Microsoft PowerPoint 2016

A0080	Monday	18/11/2019	09:30	12:30	1	ISW	£8.00	£3.00	4A
B0081	Monday	16/03/2020	09:30	12:30	1	ISW	£8.00	£3.00	4A
C0082	Monday	15/06/2020	09:30	12:30	1	ISW	£8.00	£3.00	4A

Microsoft PowerPoint 2016 - Intermediate

A0083	Monday	25/11/2019	09:30	12:30	1	ISW	£8.00	£3.00	4A
B0084	Monday	23/03/2020	09:30	12:30	1	ISW	£8.00	£3.00	4A
C0085	Monday	22/06/2020	09:30	12:30	1	ISW	£8.00	£3.00	4A

Get started with Microsoft Word 2016

A0068	Monday	07/10/2019	09:30	12:30	1	ISW	£8.00	£3.00	4A
B0069	Monday	27/01/2020	09:30	12:30	1	ISW	£8.00	£3.00	4A
C0070	Monday	11/05/2020	09:30	12:30	1	ISW	£8.00	£3.00	4A

Microsoft Word 2016 - Intermediate

A0071	Monday	14/10/2019	09:30	12:30	1	ISW	£8.00	£3.00	4A
B0072	Monday	03/02/2020	09:30	12:30	1	ISW	£8.00	£3.00	4A
C0073	Monday	18/05/2020	09:30	12:30	1	ISW	£8.00	£3.00	4A

Desktop Publishing/Web Design

Adobe Illustrator Part 1 - Beginners

B0112	Thursday	16/01/2020	13:00	15:30	5	ISCS	£53.00	£16.00	2A
C0108	Wednesday	22/04/2020	18:30	21:00	5	ISW	£53.00	£16.00	2A

Adobe Illustrator Part 2 - Beginners

B0152	Thursday	27/02/2020	13:00	15:30	5	ISCS	£53.00	£16.00	2A
C0153	Wednesday	03/06/2020	18:30	21:00	5	ISW	£53.00	£16.00	2A

Adobe Indesign Part 1 - Beginners

A0109	Thursday	19/09/2019	13:00	15:30	5	ISCS	£53.00	£16.00	2A
B0106	Wednesday	15/01/2020	18:30	21:00	5	ISW	£53.00	£16.00	2A

Adobe Indesign Part 2 - Beginners

A0110	Thursday	31/10/2019	13:00	15:30	5	ISCS	£53.00	£16.00	2A
B0107	Wednesday	26/02/2020	18:30	21:00	5	ISW	£53.00	£16.00	2A

Adobe Photoshop Part 1 - Beginners

A0031	Wednesday	18/09/2019	18:30	21:00	5	ISW	£53.00	£16.00	2A
C0113	Thursday	23/04/2020	13:00	15:30	5	ISCS	£53.00	£16.00	2A

Adobe Photoshop Part 2 - Beginners

A0105	Wednesday	30/10/2019	18:30	21:00	5	ISW	£53.00	£16.00	2A
C0114	Thursday	04/06/2020	13:00	15:30	5	ISCS	£53.00	£16.00	2A



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Getting Ready to Code in Python										
A0145	Saturday	19/10/2019	10:00	15:30	1	ISW	£21.00	£5.00	2A	
C0146	Saturday	18/04/2020	10:00	15:30	1	ISW	£21.00	£5.00	2A	
Programme in Python - Beginners										
A0147	Wednesday	30/10/2019	18:30	20:30	5	ISW	£43.00	£12.00	2A	
C0150	Wednesday	29/04/2020	18:30	21:00	4	ISW	£43.00	£12.00	2A	
Programme in Python - Intermediate										
B0148	Wednesday	15/01/2020	18:30	20:30	5	ISW	£43.00	£12.00	2A	
Accounts Bookkeeping & Payroll										
Introduction to Bookkeeping - Beginners										
A1388	Saturday	21/09/2019	09:30	12:30	2	SHC	£17.00	£6.00	4A	
C0096	Saturday	16/05/2020	09:30	12:30	2	SHC	£17.00	£6.00	4A	
Sage Accounting - Beginners										
A1389	Saturday	05/10/2019	09:30	12:00	3	SHC	£25.00	£9.00	4A	
C0095	Saturday	06/06/2020	09:30	12:30	3	SHC	£25.00	£9.00	4A	
Sage Accounting - Intermediate										
A1390	Saturday	02/11/2019	09:30	16:00	1	SHC	£14.00	£5.00	4A	
C0097	Saturday	27/06/2020	09:30	16:00	1	SHC	£14.00	£5.00	4A	
Project Management										
Introduction to Project Management - Beginners										
A0210	Wednesday	18/09/2019	18:00	21:00	5	SHC	£64.00	£19.00	2A	
B0738	Saturday	18/01/2020	10:00	15:30	3	ISW	£64.00	£19.00	2A	
C0882	Wednesday	22/04/2020	18:00	21:00	5	SHC	£64.00	£19.00	2A	
Introduction to PRINCE 2® Project Management - Beginners										
A0508	Wednesday	30/10/2019	18:00	20:30	5	ISCW	£53.00	£16.00	2A	
B0509	Wednesday	26/02/2020	18:00	20:30	5	ISCW	£53.00	£16.00	2A	
C0507	Saturday	06/06/2020	10:30	16:00	3	ISCW	£64.00	£19.00	2A	

