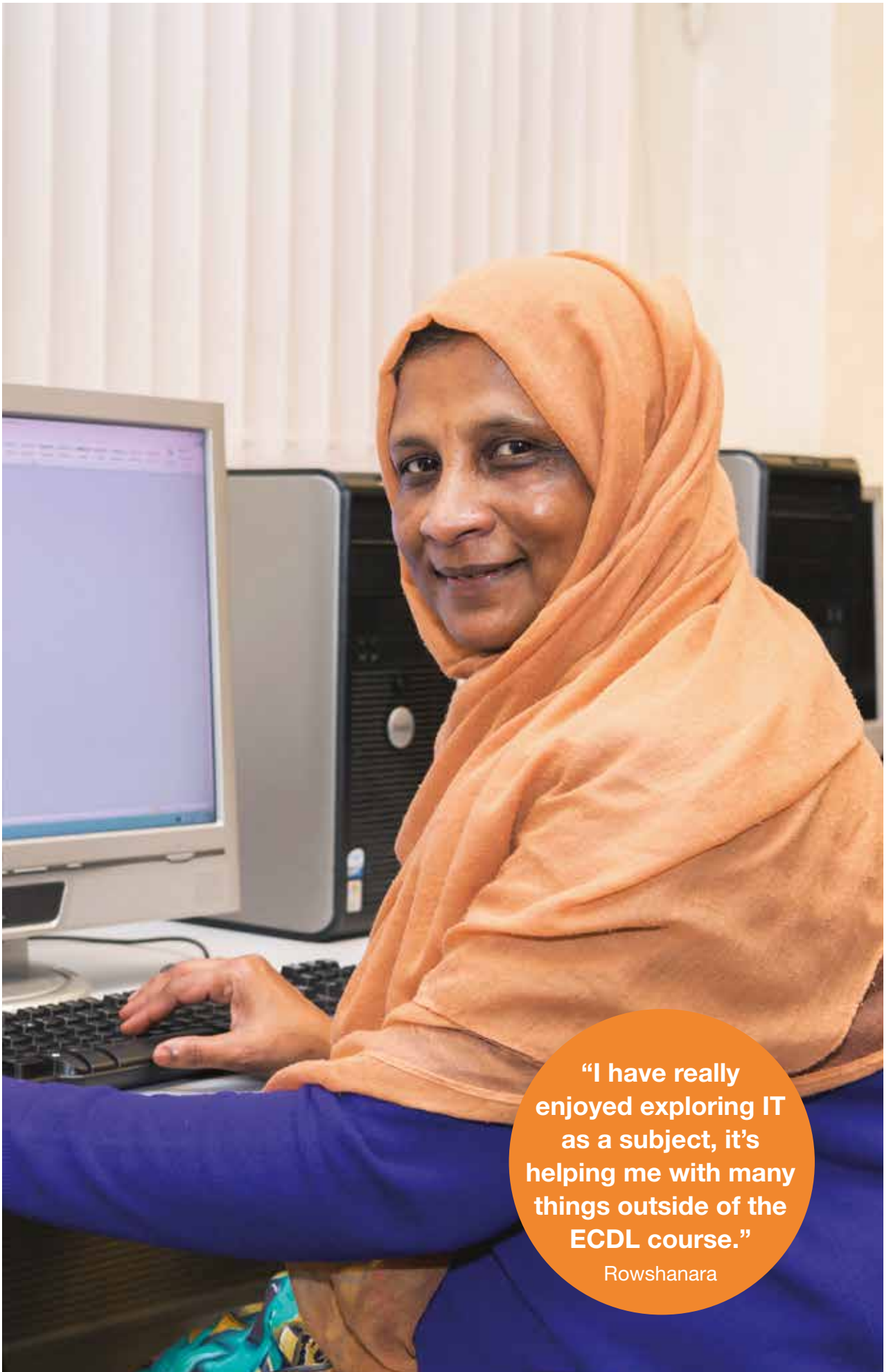




# Business, Finance and ICT



**“I have really enjoyed exploring IT as a subject, it’s helping me with many things outside of the ECDL course.”**  
Rowshanara



# 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. This year we are offering a new range of Web Development courses using Python.

## Creative IT

Use the latest Adobe software and learn how to:

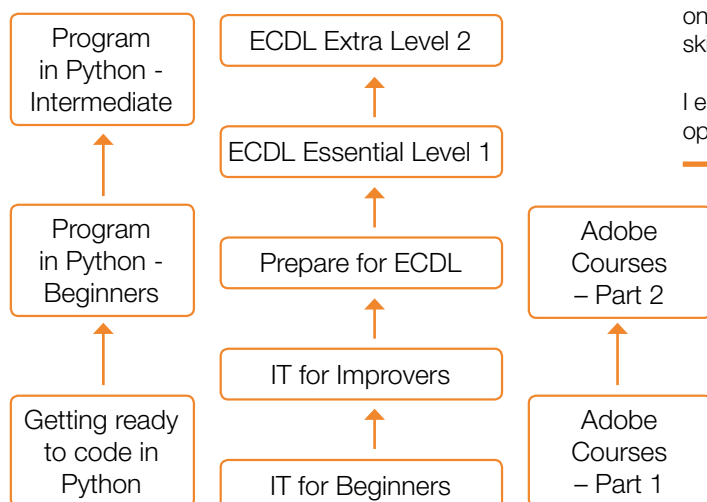
- Edit photos and videos
- Design graphics and publications

## Qualify in IT

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

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

## Progression Route ICT



\* 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

### Kay Ballard

ECDL



**I was a little apprehensive about European Computer Driving Licence, but this was soon overcome with assistance from the amazing tutor.**

My confidence has increased to the extent that I have passed on knowledge and skills I have learnt to Brownie Guides for their computer badge. ECDL is a broad and challenging course but fun too. I have also met new friends on the course. I am confident that my new knowledge and skills will assist me on the path back into employment.

I encourage people to join this course at the next opportunity.



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

## Accounts and Bookkeeping

### Introduction to Bookkeeping - Beginners

A1388	Saturday	29 Sep 2018	09:30	12:30	2	ISB	£24	£8	2A
C0096	Saturday	18 May 2019	09:30	12:30	2	ISB	£24	£8	2A

### Sage Accounting - Beginners

A1389	Saturday	13 Oct 2018	09:30	12:30	3	ISB	£36	£11	2A
C0095	Saturday	08 Jun 2019	09:30	12:30	3	ISB	£36	£11	2A

### Sage Accounting - Intermediate

A1390	Saturday	03 Nov 2018	09:30	15:30	1	ISB	£24	£8	2A
C0097	Saturday	29 Jun 2019	09:30	15:30	1	ISB	£24	£8	2A

## Project Management

### Introduction to PRINCE 2 @ Project Management - Beginners

A0508	Wednesday	14 Nov 2018	18:00	20:30	5	ISCW	£50	£16	2A
B0509	Wednesday	27 Feb 2019	18:00	20:30	5	ISCW	£50	£16	2A
C0507	Saturday	08 Jun 2019	10:30	15:30	3	ISCW	£60	£19	2A

### Introduction to Project Management - Beginners

A0210	Wednesday	03 Oct 2018	18:00	21:00	5	SHC	£60	£19	2A
B0738	Saturday	19 Jan 2019	10:00	15:00	3	ISW	£60	£19	2A
C0882	Wednesday	24 Apr 2019	18:00	21:00	5	SHC	£60	£19	2A

### Microsoft Project - Beginners

B1336	Saturday	23 Mar 2019	10:00	16:00	1	SHC	£24	£8	2A
C1335	Saturday	29 Jun 2019	10:00	16:00	1	SHC	£24	£8	2A





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

## Qualify in IT and Computing

### Prepare for ECDL - Level 1

A1278	Tue/Thur	02 Oct 2018	09:30	11:30	5	SHC	£50	£20	4A
A1039	Tue/Thur	02 Oct 2018	18:00	20:00	5	SHC	£50	£20	4A

### ECDL Essentials - Level 1

Y1280	Tue/Thur	13 Nov 2018	09:30	12:30	11	SHC	£248	£0	£83
Y0841	Tue/Thur	13 Nov 2018	18:00	21:00	11	SHC	£248	£0	£83

### ECDL Extra - Level 2

Y1281	Tue/Thur	26 Feb 2019	09:30	12:30	17	SHC	£382	£0	£128
Y1182	Tue/Thur	26 Feb 2019	18:00	21:00	17	SHC	£382	£0	£128

## Learn IT and Computing for You

### IT for Beginners - Beginners

A1152	Tuesday	02 Oct 2018	18:30	20:30	10	ISCS	£50	£20	4A
A0142	Wednesday	03 Oct 2018	18:30	20:30	10	ISW	£50	£20	4A
A1149	Thursday	04 Oct 2018	10:00	12:00	10	ISCS	£50	£20	4A
B0143	Wednesday	16 Jan 2019	18:30	20:30	10	ISW	£50	£20	4A
B1150	Thursday	17 Jan 2019	10:00	12:00	10	ISCS	£50	£20	4A
B1153	Thursday	17 Jan 2019	18:30	20:30	10	ISCS	£50	£20	4A
C0144	Wednesday	24 Apr 2019	18:30	20:30	10	ISW	£50	£20	4A
C1151	Thursday	25 Apr 2019	10:00	12:30	10	ISCS	£50	£20	4A
C1154	Thursday	25 Apr 2019	18:30	20:30	10	ISCS	£50	£20	4A

### ICT Improvers - Improvers

B1278	Tuesday	15 Jan 2019	18:30	20:30	10	ISCS	£50	£20	4A
C1277	Tuesday	23 Apr 2019	18:30	20:30	10	ISCS	£50	£20	4A

### Get started in Microsoft Excel 2016 - Beginners

A0074	Monday	29 Oct 2018	09:30	12:30	1	ISW	£12	£4	2A
B0075	Monday	25 Feb 2019	09:30	12:30	1	ISW	£12	£4	2A
C0076	Monday	03 Jun 2019	09:30	12:30	1	ISW	£12	£4	2A

### Get started with Microsoft Powerpoint 2016 - Beginners

A0080	Monday	19 Nov 2018	09:30	12:30	1	ISW	£12	£4	2A
B0081	Monday	18 Mar 2019	09:30	12:30	1	ISW	£12	£4	2A
C0082	Monday	17 Jun 2019	09:30	12:30	1	ISW	£12	£4	2A

### Get started with Microsoft Word 2016 - Beginners

A0068	Monday	08 Oct 2018	09:30	12:30	1	ISW	£12	£4	2A
B0069	Monday	28 Jan 2019	09:30	12:30	1	ISW	£12	£4	2A
C0070	Monday	13 May 2019	09:30	12:30	1	ISW	£12	£4	2A

### Microsoft Excel 2016 - Intermediate

A0077	Monday	05 Nov 2018	09:30	12:30	1	ISW	£12	£4	2A
B0078	Monday	04 Mar 2019	09:30	12:30	1	ISW	£12	£4	2A
C0079	Monday	10 Jun 2019	09:30	12:30	1	ISW	£12	£4	2A

### Microsoft Powerpoint 2016 - Intermediate

A0083	Monday	26 Nov 2018	09:30	12:30	1	ISW	£12	£4	2A
B0084	Monday	25 Mar 2019	09:30	12:30	1	ISW	£12	£4	2A
C0085	Monday	24 Jun 2019	09:30	12:30	1	ISW	£12	£4	2A





Course Code	Day of Week	Start Date	Timetable				Venue	Course Fees		
			Start Time	End Time	No Weeks	Full Fee		Concessionary	Band	
<b>Microsoft Word 2016 - Intermediate</b>										
A0071	Monday	15 Oct 2018	09:30	12:30	1	ISW	£12	£4	2A	
B0072	Monday	04 Feb 2019	09:30	12:30	1	ISW	£12	£4	2A	
C0073	Monday	20 May 2019	09:30	12:30	1	ISW	£12	£4	2A	
<b>Desktop Publishing/Web Design</b>										
<b>Adobe Illustrator Part 1 - Beginners</b>										
B0112	Thursday	28 Feb 2019	13:00	15:30	5	ISCS	£50	£16	2A	
C0108	Tuesday	23 Apr 2019	18:30	21:00	5	ISW	£50	£16	2A	
<b>Adobe Illustrator Part 2 - Beginners</b>										
B0152	Thursday	23 Feb 2019	13:00	15:30	5	ISCS	£50	£16	2A	
C0153	Tuesday	04 Jun 2019	18:30	21:30	5	ISW	£50	£16	2A	
<b>Adobe InDesign Part 1 - Beginners</b>										
A0109	Thursday	04 Oct 2018	13:00	15:30	5	ISCS	£50	£16	2A	
B0106	Tuesday	15 Jan 2019	18:30	21:00	5	ISW	£50	£16	2A	
<b>Adobe InDesign Part 2 - Beginners</b>										
A0110	Thursday	15 Nov 2018	13:00	15:30	5	ISCS	£50	£16	2A	
B0107	Tuesday	26 Feb 2019	18:30	21:00	5	ISW	£50	£16	2A	
<b>Adobe Photoshop Part 1 - Beginners</b>										
A0031	Tuesday	02 Oct 2018	18:30	21:00	5	ISW	£50	£16	2A	
C0113	Thursday	25 Apr 2019	13:00	15:30	5	ISCS	£50	£16	2A	
<b>Adobe Photoshop Part 2 - Beginners</b>										
A0105	Tuesday	13 Nov 2018	18:30	21:00	5	ISW	£50	£16	2A	
C0114	Thursday	06 Jun 2019	13:00	15:30	5	ISCS	£50	£16	2A	
<b>Getting Ready to Code in Python - Beginners</b>										
A0145	Saturday	27 Oct 2018	10:00	15:30	1	ISW	£20	£6	2A	
C0146	Saturday	27 Apr 2019	10:00	15:30	1	ISW	£20	£6	2A	
<b>Programme in Python - Beginners</b>										
A0147	Wednesday	31 Oct 2018	18:30	20:30	5	ISW	£40	£12	2A	
C0150	Wednesday	01 May 2019	18:30	21:00	4	ISW	£40	£12	2A	
<b>Programme in Python - Intermediate</b>										
B0148	Wednesday	26 Jan 2019	18:30	20:30	5	ISW	£40	£12	2A2	
<b>Adding Structure and Style to Your Website - Beginners</b>										
B0149	Saturday	23 Mar 2019	10:00	15:30	2	ISW	£40	£12	2A	
C0151	Saturday	08 Jun 2019	10:00	15:30	2	ISW	£40	£12	2A	

