

Business and Finance

From project management and bookkeeping to small business skills and job seeking, we can help you get in the market.

Get Qualified in Business & Finance											
OCR Level 1 Diploma in Bookkeeping with Sage	Mon and Tues	09:30	15:00	03 Nov 08	12	1	Y	Y0660	ISW	£307	£44
OCR Level 2 Diploma in Accounting with Sage	Mon and Tues	09:30	15:00	09 March 09	13	2	Y	Y0656	ISW	£318	£55
IAB Level 2 Certificate in Computerised Bookkeeping	Tues	18:00	21:00	30 Sept 08	15	2	Y	A0658	ISB	£131	£33
IAB Level 2 Certificate in Computerised Payroll	Wed	18:30	21:00	21 Jan 09	18	2	Y	Y0657	SHC	£131	£33
IAB Level 3 Diploma in Computerised Bookkeeping	Tues	18:00	21:00	27 Jan 09	19	3	Y	Y0659	ISB	£181	£39

Course Title	Day	Start Time	End Time	Start Date	Weeks	Level	Advice Session	Course Code	Location	Fee (£)	Concession (£)
Learn Business and Finance											
Understand and Take Control of Your Money	Mon	18:00	20:00	19 Jan 09	4	Beginners	N	B0709	ISCW	£28	£11
Understand and Take Control of Your Money	Mon	18:00	20:00	20 April 09	4	Beginners	N	C0655	ISCW	£28	£11
Get Started In Bookkeeping											
Get Started In Bookkeeping	Mon	09:30	15:00	22 Sept 08	5	Beginners	N	A0405	ISW	£40	£17
Get Started Using Sage for Payroll	Mon	18:30	21:00	06 Oct 08	10	Beginners	Y	A0711	SHC	£94	£94
Get Started Using a Manual System for Payroll	Weds	18:30	21:00	05 Nov 08	9	Beginners	N	Y0495	SHC	£40	£17
Get Started in Bookkeeping	Mon	18:30	21:00	19 Jan 09	10	Beginners	N	B0710	SHC	£40	£17
Get Started Using a Manual System for Payroll	Tues	18:30	21:00	24 Feb 09	10	Beginners	N	Y0498	ISW	£40	£17
Computerised Bookkeeping with Sage	Sat	10:30	16:00	28 Feb 09	5	Beginners	Y	B0505	ISB	165	£17
Computerised Bookkeeping with Sage	Fri	10:00	12:30	24 April 09	10	Beginners	Y	C0402	SHC	£40	£17
Get Started Using Sage for Payroll	Tues+Wed+Thu	10:00	15:30	26 May 09	1	Beginners	Y	C0506	SHC	£105	£17
Project Management											
Get Started with Project Management	Tues	18:00	21:00	23 Sept 08	5	Beginners	N	A0210	SHC	£40	£17
Get Started with PRINCE 2 Project Management	Sat	10:30	13:00	27 Sept 08	5	Beginners	Y	A0715	ISW	£99	£99
Get Started with Microsoft Project	Tues	18:30	21:00	04 Nov 08	6	Beginners	N	A0191	SHC	£40	£17
Get Stared with PRINCE 2 Project Management	Thurs	18:00	20:30	06 Nov 08	5	Beginners	Y	A0508	ISW	£99	£99
Get Started with Project Management	Tues	18:00	21:00	06 Jan 09	5	Beginners	N	B0206	SHC	£40	£17
Get Started with PRINCE 2 Project Management	Sat	13:30	16:30	17 Jan 09	5	Beginners	N	B0507	ISW	£99	£99
Get Started with Microsoft Project	Tues	18:30	21:00	24 Feb 09	6	Beginners	N	B0192	SHC	£40	£17
Get Started With PRINCE 2 Project Management	Thurs	18:00	20:30	26 Feb 09	5	Beginners	Y	B0509	ISW	£99	£99
Get Started with Preparation for Introductory Certificate in Project Management	Sat+Sun	10:00	15:30	25 April 09	1	Intermediate	Y	B0502	ISW	£99	£99
Get Started with Project Management	Tues	18:00	21:00	21 April 09	5	Beginners	N	C0208	SHC	£40	£17
Get Started with PRINCE 2 Project Management	Sat	10:30	13:00	25 April 09	5	Beginners	Y	C0511	ISW	£99	£99
Get Started with Microsoft Project	Tues	18:30	21:00	02 June 09	6	Beginners	N	C0218	SHC	£40	£17
Get Started with PRINCE 2 Project Management	Thurs	18:00	20:30	04 June 09	5	Beginners	Y	C0510	ISW	£99	£99
Get Started with Preparation for Introductory Certificate in Project Management	Sat+Sun	10:00	15:30	18 July 09	1	Intermediate	Y	C0503	ISW	£99	£99
Small Business											
Get Started Business Planning Using Microsoft Excel	Sat	10:00	15:00	27 Sept 08	5	Beginners	N	A0209	TBC	£40	£17
Get Started Running Your Own Small Business	Sat	09:30	14:30	08 Nov 08	5	Beginners	N	A0220	BGC	£40	£17
Get Started In Community/Small Business Marketing	Sat	10:00	13:00	15 Nov 08	5	Beginners	N	A0204	BGC	£40	£17
Get Started Business Planning Using Excel	Sat	10:00	15:00	17 Jan 09	5	Beginners	N	B0215	ISW	£40	£17
Get Started Running Your Own Small Business	Sat	10:00	15:00	28 Feb 09	5	Beginners	N	B0216	ISW	£40	£17
Get Started Business Planning Using Excel	Sat	10:00	15:00	25 April 09	5	Beginners	N	C0211	ISCS	£40	£17
Get Started Running Your Own Small Business	Sat	10:00	15:00	20 June 09	5	Beginners	N	C0203	ISCS	£40	£17
Get Started in Community/Small Business Marketing	Sat	10:00	13:00	20 June 09	5	Beginners	N	C0219	BGC	£40	£17
Job Skills											
Introduction to Working in the Security Industry	Wed	10:00	16:00	14 Jan 09	1	Beginners	N	B4697	ISCW	£28	£11
Introduction to Working in the Security Industry	Thurs	10:00	16:00	02 Oct 08	1	Beginners	N	A4693	ISCW	£28	£11
Skills For Job Seeking	Tues	10:00	16:00	18 Nov 08	5	Beginners	N	A4692	ISCW	£40	£17
Skills For Job Seeking	Wed	10:00	16:00	25 Feb 09	5	Beginners	N	B4623	ISB	£40	£17
Skills For Job Seeking	Thurs	10:00	16:00	04 June 09	5	Beginners	N	C4624	ISW	£40	£17