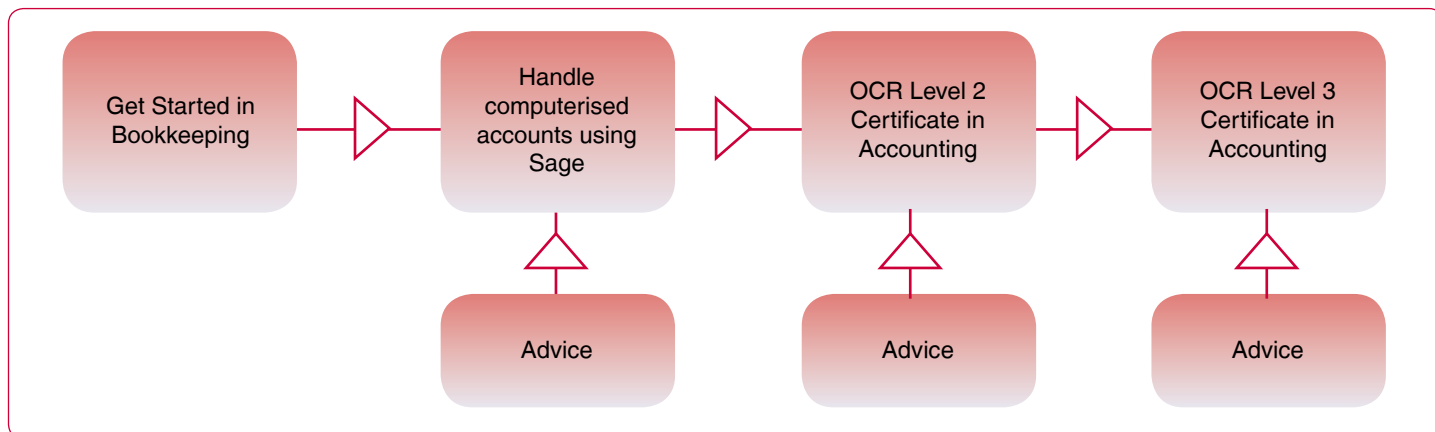


BUSINESS AND FINANCE

Location Key:

BGC = Bethnal Green Centre
 ISCW = Idea Store Canary Wharf
 ISB = Idea Store Bow
 ISCS = Idea Store Chrisp Street
 SHC = Shadwell Centre



Get Qualified in Business and Finance

OCR Level 3 Certificate in Accounting

Continue to progress your knowledge of accounting and bookkeeping with this widely recognised qualification. You will already have passed the Certificate in Bookkeeping Level 2, and have gained an understanding of the principles of manual Double Entry bookkeeping and fundamental accounting principles.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Mon	09:30 - 16:00	21-Apr-08	12	3	Y	C0400	BGC	£220/65

Learn Business and Finance for Yourself

For those wanting to understand the key principles of bookkeeping, and learn how to keep accounts on a computer or using a manual system, our courses are perfect. We teach in Sage Line 50 – the standard payroll and accounts software for small businesses. If you work for a small business, your employer might support you to train in this vital software.

Get Started in Computerised Bookkeeping with Sage

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Fri	10:00 - 12:30	25-Apr-08	12	Beg	N	C0402	BGC	£36/15

Get Started Using Sage for Payroll

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Tues, Wed & Thurs	10:00 - 15:30	27-May-08	1	Beg	N	C0506	SHC	£95/95

Project Management

Get started with Project Management

This is an introductory course in project management, which aims to help team leaders or junior project managers reporting to a more senior manager to get to grips with managing a project. The course focuses on the principles, the starting blocks and the common issues.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Tues	18:00 - 21:00	22-Apr-08	5	Beg	N	C0208	SHC	£36/15

Get Started with Microsoft Project

This course will cover the basics of Microsoft Project 2002 software which includes project planning, Gantt chart, network diagram, tasks, printing and reporting as well as monitoring and updating project progress.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Tues	18:30 - 21:00	03-Jun-08	5	Beg	N	C0218	SHC	£36/15

Improve your Microsoft Project Skills

This course is designed to teach you how to manage your project using the Microsoft Project software package, including how to manage time by using MS Project, how to allocate resources, assign costs to full-time and part-time staff, how to calculate their pay and how to generate reports based on your project planning (Gantt chart).

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Tues	18:30 - 21:00	22-Apr-08	5	Int	N	C0500	SHC	£95/95

Get Started with PRINCE 2 Project Management

In **Prince2**, (Projects in Controlled Environments), you will get a basic understanding of this public-sector standard methodology. You will also be introduced to controlling projects, risk management and quality in a project environment.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Thurs	18:00 - 20:30	05-Jun-08	5	beg	N	C0510	ISCW	£90/90
Sat	10:30 - 13:00	26-Apr-08	5	beg	N	C0511	ISC)W	£90/90

Get Started with Preparation for Introductory Certificate in Project Management

If you're an experienced project manager, familiar with Microsoft Project, PRINCE 2 through professional experience and the theory behind the subject, you might be considering taking the entry level Certificate in Project Management. **Get Ready for the Introductory Certificate in Project Management** with our informative course.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Sat/Sun	10:00 - 15:30	19-Jul-08	2	Int	N	C0503	ISW	£125/125

Personal Finance

Understand and Take Control of your Money

Are you always raiding the piggy bank at the end of the month? If you'd like better control of your personal finances, from current accounts and monthly budgeting to information about how mortgages and pensions work, we can help you take care of the pennies so the pounds take care of themselves.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Mon	18:00 - 20:30	21-Apr-08	4	beg	N	C0655	ISCW	£90/90

Small Business

If you're thinking of setting up your own small business, you can start by taking one of our courses.

Get Started Business Planning Using Microsoft Excel

In this course you'll cover costing and pricing, moving from idea to business, finding premises, marketing and selling and much more. You'll do this using Excel as a planning tool.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Sat	10:00 - 15:00	26-Apr-08	5	Beg	N	C0211	ISCS	£36/15

Get Started in Community and Small Business Marketing

This course is one of a series of courses targeting small businesses or potential entrepreneurs. This course will cover the steps to help your business / organisation market itself more successfully, which include: Analysing marketing opportunities; The 4 Ps of goods and services marketing; focus on promotion; Strategic marketing management; Completing your marketing plan.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Sat	10:00 - 13:00	14-Jun-08	5	Beg	N	C0219	BGC	£36/15

Get Started Running your own Small Business

You'll cover costing and pricing, moving from idea to business, finding premises, marketing and selling and much more. You'll do this using Excel as a planning tool. **Get Started running your own Small Business** will get you informed.

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Sat	10:00 - 15:00	07-Jun-08	5	Beg	N	C0203	ISCS	£36/15

Job Seeking

Are you returning to the job market or just want to get your dream job. We'll teach you all the tips and tricks, from CV and interview skills, how to look for jobs and approach companies, to how to make yourself stand out from the crowd. It's just the job for anyone looking for a job.

Skills for Job Seeking

Day	Time	Start Date	Weeks	Level	Advice (Y/N)	Course Code	Location	Fee/Concession
Thurs	10:00 - 16:00	05-Jun-08	5	Beg	N	C4624	ISW	£36/15