

Course Title	Day	Start Time	End Time	Start Date	Weeks	Course Level	Advice required?	Course Code	Venue	Full Fee (£)	Concessionary Fee (£)	Exam	Materials
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Business and Finance

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

Accounts Bookkeeping & Payroll

Bookkeeping for beginners	Mon	09:30	15:00	20 Sep 2010	5	Beginners		A0405	ISW	£44	£19	£0	£0
Payroll using Sage for beginners	Mon	18:30	21:00	04 Oct 2010	10	Beginners	Yes	A0711	SHC	£103	£103	£0	£0

Qualify in Business & Finance

Certificate in Accounting OCR Level 2 (Mon & Tue)	Multiple	09:30	15:00	20 Sep 2010	13	Level 2	Yes	A0793	ISW	£350	£0	£61	£0
Diploma in Bookkeeping with Sage OCR Level 1 (Mon & Thurs)	Multiple	09:30	15:00	20 Sep 2010	13	Level 1	Yes	Y0660	ISW	£337	£0	£80	£0
IAB Certificate in Computerised Accounting for Business Level 2	Mon	09:30	12:30	20 Sep 2010	30	Level 2	Yes	Y0658	ISW	£198	£85	£196	£0
AAT Certificate in Accounting Level 2	Multiple	18:30	21:00	23 Sep 2010	35	Level 2	Yes	Y0783	ISW	£781	£0	£196	£75

Project Management

Project Management for Beginners	Tues	18:00	21:00	21 Sep 2010	5	Beginners		A0210	SHC	£55	£55	£0	£0
Project Management, Theory and Practice Using MS Project	Thurs	10:00	16:00	07 Oct 2010	3	Beginners		A0747	ISW	£136	£136	£0	£0
Introduction to PRINCE 2® Project Management	Thurs	18:00	20:30	04 Nov 2010	5	Beginners		A0508	ISCW	£109	£109	£0	£0
Project Management for Beginners	Sat	10:00	15:30	06 Nov 2010	3	Beginners		A0737	ISCW	£55	£55	£0	£0
Microsoft Project Beginners	Tues	18:30	21:00	09 Nov 2010	6	Beginners		A0191	ISW	£59	£19	£0	£0
Introduction to PRINCE 2® Project Management	Sat	10:30	15:00	27 Nov 2010	3	Beginners		A0715	ISW	£109	£109	£0	£0

Small Business

Business Planning using MS Excel	Sat	10:00	15:30	25 Sep 2010	5	Beginners		A0209	ISW	£44	£19	£0	£0
Running your Own Small Business	Sat	10:00	15:30	13 Nov 2010	5	Beginners		A0220	BGC	£44	£19	£0	£0