



*The course I need is*

**Business and Finance**

# *SMALL BUSINESS*

*That's What I Want To Do*



# Business and Finance

## Learning to start a business course

We offer a range of courses for people who want to start their own business. Whether you want to run a market stall, a shop or a home based business, these courses will give you what you need to know to be successful.

The courses are:

- Run Your Own Small Business – Beginners
- Payroll using SAGE – Beginners
- Customer Service – Beginners
- Introduction to PRINCE 2 Project Management – Beginners

## Qualifying to work in business and financial services / wholesale and retail

If you want to get a qualification in Business and Finance in topics such as accounting/payroll we offer courses at Level 1 and 2 that are nationally recognised by organisation such as the Association of Accounting Technicians (AAT).

The courses are:

- AAT Access Award in Accounting – Level 1
- AAT Certificate in Accounting – Level 2
- IAB Certificate in Computerised Accounting – Level 2

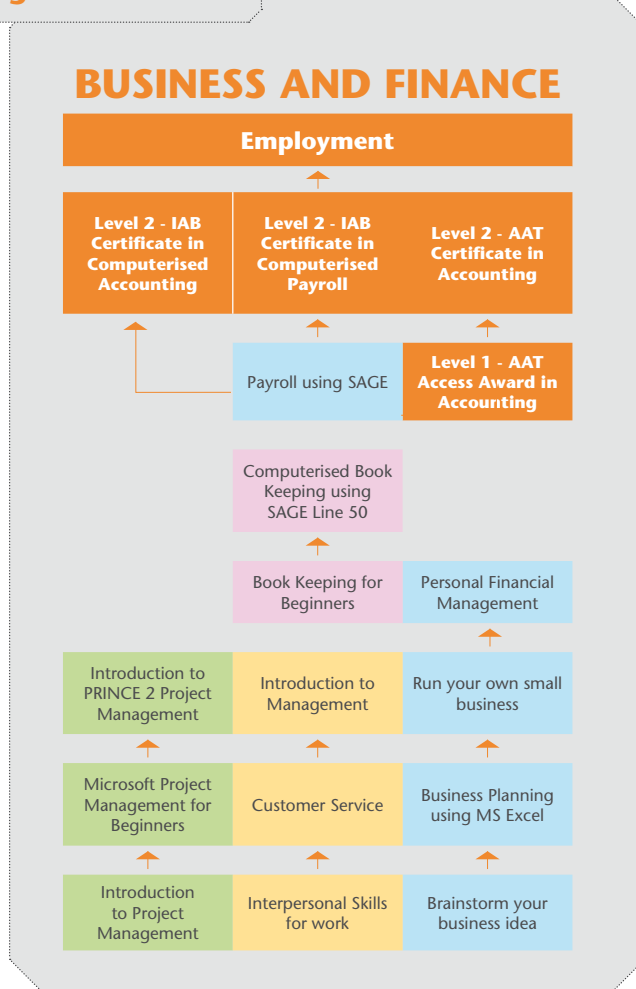
## Develop and build your business and finance skills

We have a number of courses that will improve your ability to manage projects, plan events and direct activities. If you need to improve your problem solving, team management or organisational skills we have a course that will help you.

Some of the courses are:

- Introduction to PRINCE 2 ® Project Management – Beginners
- Microsoft Project – Beginners
- Introduction to Management – Beginners

### Progression Route



### CASE STUDY

#### Tracy Clemens

Mother-of-three Tracy Clemens was filing some tax returns last year when she started to realise a lack of knowledge about taxation, book-keeping and accounts was holding her back in life.

"I was filling out the forms and found for instance we could have claimed for my husband's uniform," says Tracy, 38. "I got quite upset that I was so ignorant about the subject and decided there and then to go back to school."

Tracy enrolled on a course to learn book-keeping and having just achieved a Diploma is now taking exams in accountancy.



**Early bird offer!**  
10% off standard fee when you enrol on 2 or more classes before Sunday 11 December

| Course Code  | Timetable   |             |            |          |              | Venue | Fees<br>(includes basic materials & exam) |               |
|--|-------------|-------------|------------|----------|--------------|-------|---|---------------|
|  | Day of Week | Start Date  | Start Time | No Weeks | Hrs Per Week |       | Standard                                  | Concessionary |
| <b>Business &amp; Finance</b>  |             |             |            |          |              |       |   |               |
| <b>Introduction to Management - Beginners</b>                        |             |             |            |          |              |       |   |               |
| B0904  | Tuesday     | 10 Jan 2012 | 18:30      | 5        | 2.50         | ISCW  | £28                                       | £12           |
| C0905  | Tuesday     | 01 May 2012 | 18:30      | 5        | 2.50         | ISCW  | £28                                       | £12           |
| <b>Manage Your Money (Personal Financial Management) - Beginners</b> |             |             |            |          |              |       |   |               |
| B0897  | Tuesday     | 21 Feb 2012 | 18:30      | 5        | 2.50         | ISB   | £28                                       | £12           |
| C0898  | Tuesday     | 17 Apr 2012 | 18:30      | 5        | 2.50         | ISB   | £28                                       | £12           |

|  |          |             |       |    |      |     |      |     |
|--|----------|-------------|-------|----|------|-----|------|-----|
| <b>Qualify in Business &amp; Finance</b>                 |          |             |       |    |      |     |      |     |
| <b>IAB Certificate in Computerised Payroll - Level 2</b> |          |             |       |    |      |     |      |     |
| Y0869  | Thursday | 19 Jan 2012 | 18:00 | 20 | 2.50 | ISB | £170 | £55 |

|  |           |             |       |    |      |     |     |     |
|--|-----------|-------------|-------|----|------|-----|-----|-----|
| <b>Accounts Bookkeeping &amp; Payroll</b>                      |           |             |       |    |      |     |     |     |
| <b>Bookkeeping - Beginners</b>                                 |           |             |       |    |      |     |     |     |
| B0710  | Friday    | 20 Jan 2012 | 09:30 | 10 | 2.50 | ISB | £55 | £24 |
| <b>Computerised Bookkeeping Using Sage Line 50 - Beginners</b> |           |             |       |    |      |     |     |     |
| B0505  | Saturday  | 14 Jan 2012 | 10:30 | 5  | 5.00 | ISB | £55 | £24 |
| <b>Payroll using Sage - Beginners</b>                          |           |             |       |    |      |     |     |     |
| C0506  | Wednesday | 18 Apr 2012 | 18:30 | 10 | 2.50 | ISB | £55 | £24 |
| <b>Sage Accounts for Professionals - Intermediate</b>          |           |             |       |    |      |     |     |     |
| C0734  | Saturday  | 25 Feb 2012 | 10:30 | 12 | 3.00 | ISW | £79 | £35 |

|   |           |             |       |   |      |      |     |     |
|---|-----------|-------------|-------|---|------|------|-----|-----|
| <b>Project Management</b>                                       |           |             |       |   |      |      |     |     |
| <b>Introduction to PRINCE 2® Project Management - Beginners</b> |           |             |       |   |      |      |     |     |
| B0509   | Thursday  | 01 Mar 2012 | 18:00 | 5 | 2.50 | ISW  | £28 | £12 |
| B0507   | Saturday  | 21 Apr 2012 | 10:30 | 3 | 4.50 | ISCS | £30 | £13 |
| C0510   | Thursday  | 03 May 2012 | 18:00 | 5 | 2.50 | ISCW | £28 | £12 |
| <b>Introduction to Project Management - Beginners</b>           |           |             |       |   |      |      |     |     |
| B0881   | Wednesday | 11 Jan 2012 | 18:00 | 5 | 3.00 | ISW  | £33 | £14 |
| B0738   | Saturday  | 03 Mar 2012 | 10:00 | 3 | 5.00 | ISCS | £33 | £14 |
| C0882   | Wednesday | 25 Apr 2012 | 18:00 | 5 | 3.00 | SHC  | £33 | £14 |
| C0739   | Saturday  | 16 Jun 2012 | 10:00 | 3 | 5.00 | ISCS | £33 | £14 |
| <b>Microsoft Project - Beginners</b>                            |           |             |       |   |      |      |     |     |
| B0192   | Wednesday | 22 Feb 2012 | 18:30 | 6 | 2.50 | SHC  | £33 | £14 |
| C0218   | Wednesday | 16 May 2012 | 18:30 | 6 | 2.50 | SHC  | £33 | £14 |

|   |           |             |       |   |      |      |     |     |
|---|-----------|-------------|-------|---|------|------|-----|-----|
| <b>Small Business</b>                               |           |             |       |   |      |      |     |     |
| <b>Brainstorm Your Business Idea - Beginners</b>    |           |             |       |   |      |      |     |     |
| B0900   | Wednesday | 08 Feb 2012 | 18:00 | 1 | 3.00 | ISCW | £23 | £23 |
| C0901   | Tuesday   | 08 May 2012 | 18:00 | 1 | 3.00 | ISCW | £23 | £23 |
| <b>Business Planning using MS Excel - Beginners</b> |           |             |       |   |      |      |     |     |
| B0215   | Saturday  | 14 Jan 2012 | 10:00 | 5 | 5.00 | ISW  | £55 | £24 |
| C0211   | Saturday  | 21 Apr 2012 | 10:00 | 5 | 5.00 | ISB  | £55 | £24 |
| <b>Run Your Own Small Business - Beginners</b>      |           |             |       |   |      |      |     |     |
| B0216   | Saturday  | 25 Feb 2012 | 10:00 | 5 | 5.00 | ISB  | £55 | £24 |
| C0203   | Saturday  | 26 May 2012 | 10:00 | 5 | 5.00 | ISB  | £55 | £24 |

Coaching has really inspired me to be motivated and confident about my future.”

Crisis Coaching client

## WHAT IS YOUR AMBITION?

- Do you not have a home to call your own?
- Are you living in a hostel?
- Moving around between friends and family?
- Staying in temporary accommodation or sleeping rough?
- Or have you moved into your own permanent home within the last five years?

Crisis Employment Services offers free information, advice, guidance and personal coaching to help individuals find and keep jobs and develop new career opportunities.

A personal coach will offer you dedicated support with:

- Job applications, cv writing, interview practice
- Workshops to build your confidence in disclosing criminal convictions
- Trainee roles at our award winning Crisis Skylight Café
- Financial grants to help with training and getting a new job

Crisis Employment Services is dedicated to helping homeless people and individuals at risk of homelessness to get jobs and keep them.

For more information contact Crisis on **0207 426 5682**  
or email **employment.services@crisis.org.uk**

