

## Business and Finance

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

### Qualify in Business & Finance

IAB Level 2 Certificate in Computerised Bookkeeping	Tues	18:00	21:00	29 Sep 2009	15	Level 2	Yes	A0658	ISB	£144	£36
AAT Foundation NVQ Level 2 in Accounting	Wed Eve, Thurs Eve, Sat Day	18:30	21:00	07 Oct 2009	30	Level 2	Yes	Y0783	BGC/SHC	£1023	£242
OCR Level 1 Diploma in Bookkeeping with Sage	Mon, Tues	09:30	15:00	09 Nov 2009	12	Level 1	Yes	Y0660	PDC	£337	£48
OCR Level 2 Diploma in Accounting with Sage	Mon, Tues	09:30	15:00	15 Mar 2010	13	Level 2	Yes	Y0656	PDC	£350	£61
OCR Certificate in Bookkeeping Level 1	Sat	09:30	15:30	24 Apr 2010	14	Level 1	Yes	C0740	BGC	£204	£36

Course Title	Day	Start Time	End Time	Start Date	Weeks	Course Level	Advice required before enrolment?	Course Code	Venue	Full Fee (£)	Concessionary Fee (£)
<b>Accounts Bookkeeping &amp; Payroll</b>											
Advanced Sage for Professionals	Tues	18:00	21:00	23 Feb 2010	17	Advanced	Yes	Y0728	ISB	£199	£199
Sage Intermediate for Professionals	Wed, Thurs	18:00	21:00	13 Jan 2010	5	Intermediate	Yes	B0732	PDC	£199	£59
Sage Intermediate for Professionals	Mon	18:00	21:00	26 Apr 2010	10	Intermediate	Yes	C0734	PDC	£199	£59
Computerised Bookkeeping with Sage	Sat	10:30	16:00	27 Feb 2010	5	Beginners	Yes	B0505	ISB	£149	£19
Computerised Bookkeeping with Sage	Fri	10:00	12:00	30 Apr 2010	10	Beginners	Yes	C0402	SHC	£44	£19
Get Started in Bookkeeping	Mon	09:30	15:00	28 Sep 2009	5	Beginners		A0405	PDC	£44	£19
Get Started in Bookkeeping	Mon	18:30	21:00	18 Jan 2010	10	Beginners		B0710	SHC	£44	£19
Get Started using a Manual System for Payroll	Wed	18:30	21:00	11 Nov 2009	9	Beginners		Y0495	SHC	£44	£19
Get Started using a Manual System for Payroll	Tues	18:30	21:00	02 Mar 2010	10	Beginners		Y0498	ISW	£44	£19
Get Started using Sage for Payroll	Mon	18:30	21:00	05 Oct 2009	10	Beginners	Yes	A0711	SHC	£103	£103
Computerised Payroll using Sage Payroll	Wed	18:30	21:00	24 Feb 2010	10	Intermediate	Yes	Y0736	SHC	£109	£109
Get Started using Sage for Payroll	Tues, Wed, Thurs	10:00	15:30	01 Jun 2010	1	Beginners	Yes	C0506	SHC	£116	£19
<b>Project Management</b>											
Get Started with Preparation for Introductory Certificate in Project Management	Sat, Sun	10:30	16:00	23 Jan 2010	2	Intermediate	Yes	B0714	ISW	£109	£109
Get Started with Preparation for Introductory Certificate in Project Management	Sat, Sun	10:30	16:00	01 May 2010	2	Intermediate	Yes	B0502	ISW	£109	£109
Get Started with Preparation for Introductory Certificate in Project Management	Sat, Sun	10:30	16:00	24 Jul 2010	2	Intermediate	Yes	C0503	ISW	£109	£109
Explore Project Management - Taster	Tues	18:00	20:30	15 Sep 2009	1	Beginners		A0744	ISCW	£15	£15
Explore Project Management - Taster	Tues	18:00	20:30	05 Jan 2010	1	Beginners		B0745	ISCW	£15	£15
Explore Project Management - Taster	Tues	18:00	20:30	20 Apr 2010	1	Beginners		C0746	ISCW	£15	£15
Get Started with MS Project	Tues	18:30	21:00	10 Nov 2009	6	Beginners		A0191	SHC	£59	£19
Get Started with MS Project	Tues	18:30	21:00	23 Feb 2010	6	Beginners		B0192	SHC	£59	£19
Get Started with MS Project	Tues	18:30	21:00	08 Jun 2010	6	Beginners		C0218	SHC	£59	£19
More MS Project	Sat	10:30	15:00	23 Jan 2010	3	Intermediate		B0723	SHC	£109	£109
Get Started with PRINCE 2 @ Project Management	Thurs	18:00	20:30	05 Nov 2009	5	Beginners		A0508	ISW	£109	£109
Get Started with PRINCE 2 @ Project Management	Sat	10:30	15:00	28 Nov 2009	3	Beginners		A0715	ISW	£109	£109
Get Started with PRINCE 2 @ Project Management	Thurs	18:00	20:30	04 Mar 2010	5	Beginners		B0509	ISW	£109	£109
Get Started with PRINCE 2 @ Project Management	Sat	10:30	15:00	20 Mar 2010	3	Beginners		B0507	ISW	£109	£109
Get Started with PRINCE 2 @ Project Management	Thurs	18:00	20:30	10 Jun 2010	5	Beginners		C0510	ISW	£109	£109
Get Started with PRINCE 2 @ Project Management	Sat	10:30	15:00	03 Jul 2010	3	Beginners		C0511	ISW	£109	£109
Get Started with Project Management	Tues	18:00	21:00	22 Sep 2009	5	Beginners		A0210	SHC	£55	£19
Get Started with Project Management	Sat	10:00	15:30	07 Nov 2009	3	Beginners		A0737	ISW	£55	£19
Get Started with Project Management	Tues	18:00	21:00	12 Jan 2010	5	Beginners		B0206	SHC	£55	£19
Get Started with Project management	Sat	10:00	15:30	27 Feb 2010	3	Beginners		B0738	ISW	£55	£19
Get Started with Project Management	Tues	18:00	21:00	27 Apr 2010	5	Beginners		C0208	SHC	£55	£19
Get Started with Project Management	Sat	10:00	15:30	12 Jun 2010	3	Beginners		C0739	ISW	£55	£19
Understand and Implement your Project through Project Management Theory and Practice (using MS Project)	Thurs	10:00	16:00	05 Nov 2009	3	Beginners		A0747	PDC	£136	£136
Understand and Implement your Project through Project Management Theory and Practice (using MS Project)	Thurs	10:00	16:00	13 May 2010	3	Beginners		C0748	PDC	£136	£136
<b>Small Business</b>											
Bookkeeping for Small Businesses	Sat	10:00	14:30	16 Jan 2010	5	Beginners		B0735	BGC	£44	£19
Get Started Business Planning Using MS Excel	Sat	10:00	15:30	26 Sep 2009	5	Beginners		A0209	ISW	£44	£19
Get Started Business Planning Using MS Excel	Sat	10:00	15:30	16 Jan 2010	5	Beginners		B0215	ISW	£44	£19
Get Started Business Planning Using MS Excel	Sat	10:00	15:30	01 May 2010	5	Beginners		C0211	ISW	£44	£19
Get Started Running your own Small Business	Sat	10:00	15:30	14 Nov 2009	5	Beginners		A0220	BGC	£44	£19
Get Started Running your own Small Business	Sat	10:00	15:30	27 Feb 2010	5	Beginners		B0216	BGC	£44	£19
Get Started Running your own Small Business	Sat	10:00	15:30	12 Jun 2010	5	Beginners		C0203	BGC	£44	£19
Taster Course on Running Small Businesses	Fri	15:30	17:30	18 Sep 2009	1	Beginners		A0741	ISW	£10	£10
Taster Course on Running Small Businesses	Fri	15:30	17:30	08 Jan 2010	1	Beginners		B0742	ISW	£10	£10
Taster Course on Running Small Businesses	Fri	15:30	17:30	23 Apr 2010	1	Beginners		C0743	ISW	£10	£10
<b>Job Skills</b>											
Preparation for Working in the Security Industry, Half-Day Introductory Course	Wed	10:00	14:00	03 Feb 2010	1	Beginners		B4780	ISCW	£31	£12

<b>Course Title</b>	<b>Day</b>	<b>Start Time</b>	<b>End Time</b>	<b>Start Date</b>	<b>Weeks</b>	<b>Course Level</b>	<b>Advice</b> required before enrolment?	<b>Course Code</b>	<b>Venue</b>	<b>Full Fee (£)</b>	<b>Concessionary Fee (£)</b>
Preparation for Working in the Security Industry, Half-Day Introductory Course	Wed	10:00	14:00	12 May 2010	1	Beginners		C4697	ISCW	£31	£12
Security Guards Certificate	Mon, Tues, Wed, Thurs	10:00	17:00	01 Mar 2010	1	Beginners	Yes	B4757	ISCW	£108	£20
Security Guards Certificate	Mon, Tues, Wed, Thurs	10:00	17:00	14 Jun 2010	1	Beginners	Yes	C4758	ISCW	£108	£20