

The following courses are available to study part-time/flexibly so that you can fit your studies around your personal or work commitments.

Courses (Day, Evening and Open Learning Options)

iPad Courses

Getting Started with iPads

iPad: The next steps

iPad: Improvers

iPad: Intermediate Level

iPad: Advanced Level

Introduction to iPad Photography

iPad Photography: Image Editing

iPad Photography: Advance Image Editing

iPad Video: Capture, Edit and Share

iPad: Working and Studying Remotely

Computing

Computing – Intermediate Level

Spreadsheets: An Introduction

Word Processing: An Introduction

Support for IT, Job Seeking and Learning

ECDL

European Computer Driving Licence Group Award

European Computer Driving Licence Level 1

European Computer Driving Licence Level 2

Advanced ECDL

Advanced Word Processing

Advanced Spreadsheets

Advanced Database

Sage Accounting

Getting Started with Sage Accounting Software

Using Sage Financial Accounting Software (PDA* Book-Keeping/Financial Accounting)

Payroll (PDA Book-Keeping)

Accounting

Preparing Financial Statements (PDA Financial Accounting)

Recording Financial Information (PDA Financial Accounting)

Management Accounting using IT (PDA Management Accounting)

Cost Accounting (PDA Management Accounting)

Business and Essential Skills

Databases – (PDA IT in Business)

Spreadsheets – (PDA IT in Business)

Word Processing and Presentation Applications (PDA IT in Business)

Office Administration (PDA in Office Administration)

Digital Technologies for Administrators (PDA in Office Administration)

Personal Development Planning (PDA in Office Administration)

Databases – Advanced (PDA IT in Business)

Spreadsheets – Advanced (PDA IT in Business)

Word Processing and Presentation Applications (PDA IT in Business)

*(PDA) Professional Development Award

For more information, please contact:

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