



Develop a career in finance, small business or enhance your administrative skills through courses in the business programme.

The courses at levels 1-3 provide skills development through a range of accredited and non-accredited courses and workshops. The courses are equally suitable if you are seeking employment or are currently in work.

A short assessment interview is required to ensure you are enrolled on the correct level for Bookkeeping and computerised accounting courses. Please call 020 8489 2500 to book an appointment outside of the main enrolment times.

Business, work & finance

Business and work skills

Self-esteem and Confidence Building



Learn to appreciate yourself and your individual qualities. Build your self-esteem and confidence. Project a more positive self-image in your work and personal life.

Reference	Dates	Day/Time	Duration	Venue	Cost
BM8/1885	04 Nov-02 Dec 2008	Tue 10:00-12:30	5 Weeks	MGL	Std £38.00 Conc £19.00

Voice and Personal Presentation (Part 2)



A chance to expand on practical techniques learnt in part 1 to further develop confidence in your voice and personal presentation. The course will include vocal range, text based work and improvisation. This course is suitable if you have attended part 1.

BM8/1861	25 Sep-23 Oct 2008	Thu 18:45-20:45	5 Weeks	GCA	Std £30.00 Conc £15.00
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Starting A Small Business: Preparation



Learn about the key stages to consider when setting up a small business. You will develop your awareness and confidence in turning your ideas and hobbies into a viable business venture.

BM8/1868	23 Sep-11 Nov 2008	Tue 18:30-21:00	8 Weeks	WGLC	Std £60.00 Conc £30.00
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Starting A Small Business: Financial Forecasting and Budgeting



A short course covering elements of basic book keeping including cash flow and profit and loss accounts essential for running a business.

BM8/1869	18 Nov-16 Dec 2008	Tue 18:30-21:00	5 Weeks	WGLC	Std £30.00 Conc £15.00
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Marketing For Small Business



An introduction to marketing principles and key concepts in the context of developing a marketing relationship between customers and businesses. Suitable for general interest or if you are interested in setting up a small business.

BM8/1867	20 Nov-18 Dec 2008	Thu 18:30-21:00	5 Weeks	WGLC	Std £30.00 Conc £15.00
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Business administration apprenticeships level 2

This programme offers free training for 16 to 24 year olds who are already working part time or full time in administration or seeking employment in this field. Please call 020 8489 2500 for more information.

See also: Apprenticeships on page 41 and Business Success on page 42.

Finance

Learn how to manage your own personal finance or how to do accounts and payroll using Sage in an easy to follow range of courses. Our finance section is ideal for complete beginners, people returning to work, or professionals who wish to gain new skills. From simple book-keeping and basic accounts, to full accreditation up to level 3 in computerised accounts on one of the leading financial packages, Sage Line 50.

Book-keeping & Accounts Level 1

An ideal beginners course for gaining a clear understanding of basic principles of book keeping and terminology for recording transactions in manual ledger accounts. The course is suitable for adding to your administrative skills or as a preparation for work in accounts. The examination fee is charged separately to course fees.

BM8/1862 | **20 Sep-13 Dec 2008** | Sat 10:00-12:30 | **12 Weeks** | WGLC | Std £108.00 Conc £54.00

Book-keeping & Accounts Level 2

Build knowledge and skills in application of the double entry system to maintain a nominal ledger, extract preliminary trial balance and extend trial balance to prepare the final accounts of a business. Must have completed Book Keeping Level 1 or have equivalent experience. The examination fee is charged separately to course fees.

BM8/1863 | **17 Sep-10 Dec 2008** | Wed 18:15-20:45 | **12 Weeks** | WGLC | Std £108.00 Con £54.00

Computerised Accounts Level 1: Sage Line 50

An introduction to SAGE software to create and process payments, receipts, invoices and credit notes in purchase and sales ledgers. This course is suitable for self-employed and those intending to work in accounts. Understanding of basic book keeping terms and basic skills in maths and computers are essential. The examination fee is charged separately to course fees.

BM8/1864 | **15 Sep-08 Dec 2008** | Mon 18:15-20:45 | **12 Weeks** | WGLC | Std £112.00 Conc £56.00

BM8/1865 | **18 Sep-11 Dec 2008** | Thu 18:15-20:45 | **12 Weeks** | WGLC | Std £112.00 Conc £56.00

Computerised Accounts Level 2: Sage Line 50

Builds on skills and knowledge acquired at level 1 to operate SAGE software for entering a wider range of business and bank transactions covering, initial capital, standing orders, direct debit, tax reference codes and VAT and producing a trail balance. Must have completed SAGE computerised accounts level I and have good numeracy skills. The examination fee is payable separately to course fees.

BM8/1866 | **16 Sep-09 Dec 2008** | Tue 18:15-20:45 | **12 Weeks** | WGLC | Std £112.00 Conc £56.00

Computerised Payroll: Sage Line 50

An introduction to maintaining standard computerised payroll. Previous experience of using Sage Line 50 is essential.

BM8/1890 | **01 Oct-19 Nov 2008** | Wed 18:30-21:00 | **8 Weeks** | WGLC | Std £60.00 Conc £30.00

If you would like advice on Book-Keeping and Computerised Accounts courses please come to advice sessions at Wood Green Learning Centre on Saturday 6th & 13th September 9.30am-12.30pm, or Thursday 4th & 11th September 5pm-7pm.