

# ONLINE COURSES



## Accounting Qualifications

### Level 2 Foundation Award in Accounting Software

Code	Day(s)	Times	Start date	End date
ASF20/8632	Monday & Wednesday	09:30-12:00	23/11/2020	10/02/2021

### Access Award in Accounting Software Level 1

ASF20/8631	Monday & Wednesday	09:30-12:00	14/09/2020	18/11/2020
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## Counselling and Effective Listening

September dates are now full.

### Level 2 Certificate in Counselling Skills - CPCAB

Code	Day(s)	Times	Course starts	Course ends
ASF20/8608	Monday & Wednesday	17:30-21:00	28/09/2020	13/01/2021
ASF20/8609	Monday & Wednesday	10:00-13:30	28/09/2020	13/01/2021

## Creative Digital Technology

### Using Photoshop, Illustrator and InDesign Creatively

Code	Day(s)	Times	Start date	End date
IT20/8644	Thursday	18:00-21:00	24/09/2020	22/10/2020

### Using Photoshop, Illustrator and InDesign Creatively - Intermediate

IT20/8645	Thursday	18:00-21:00	05/11/2020	03/12/2020
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### Using Photoshop, Illustrator and InDesign to Publish your Artwork

IT20/8646	Thursday	18:00-21:00	10/12/2020	17/12/2020
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## English

### English Skills Bridge

Code	Day(s)	Times	Start date	End date
ES20/8551	Monday & Wednesday	12:30-15:00	14/09/2020	21/10/2020

### English Skills Higher

ES20/8552	Tuesday & Thursday	12:30-15:00	15/09/2020	22/10/2020
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### Functional Skills English (Mixed Levels)

FS20/8550	Monday & Wednesday	18:15-20:45	14/09/2020	16/12/2020
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## English (continued)

### Functional Skills English Entry Level

FS20/8547	Tuesday & Thursday	12:30-15:00	03/11/2020	11/02/2021
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### Functional Skills English Level 1

FS20/8549	Monday & Wednesday	12:30-15:00	02/11/2020	10/02/2021
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### Functional Skills English Level 2

FS20/8548	Tuesday & Thursday	12:30-15:00	03/11/2020	11/02/2021
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### Study Skills for English Entry Level

ES20/8553	Tuesday & Thursday	12:30-15:00	15/09/2020	22/10/2020
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### Stick to the facts: Building Confidence in Writing

ES20/8634	Tuesday & Thursday	13:00-15:00	16/09/2020	09/12/2020
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## English for Speakers of Other Languages (ESOL)

### ESOL Entry 1 - Reading

Code	Day(s)	Times	Course starts	Course ends
SL20/8542	Tuesday & Thursday	09:30-12:00	15/09/2020	10/12/2020
SL20/8543	Tuesday & Thursday	18:15-20:45	15/09/2020	10/12/2020

### ESOL Entry 2 - Reading

SL20/8544	Wednesday	09:30-14:45	16/09/2020	09/12/2020
SL20/8545	Tuesday & Thursday	09:30-12:00	15/09/2020	10/12/2020
SL20/8546	Monday & Wednesday	18:15-20:45	14/09/2020	09/12/2020

### ESOL Entry 3 - Reading

SL20/8588	Tuesday & Thursday	09:30-12:00	15/09/2020	10/12/2020
SL20/8537	Monday & Wednesday	09:30-12:00	14/09/2020	09/12/2020
SL20/8538	Monday & Wednesday	18:15-20:45	14/09/2020	09/12/2020

### ESOL Level 1 - Reading

SL20/8540	Tuesday & Thursday	18:15-20:45	15/09/2020	10/12/2020
SL20/8539	Monday & Wednesday	09:30-12:00	14/09/2020	09/12/2020

### ESOL Level 2 - Reading

SL20/8541	Tuesday & Thursday	09:30-12:00	15/09/2020	10/12/2020
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## English for Speakers of Other Languages (ESOL) (continued)

### ESOL Skills for Life and Work Entry 1 - Stage 1

SL20/8557	Tuesday & Thursday	09:45-12:15	15/09/2020	10/12/2020
SL20/8558	Tuesday & Thursday	12:45-14:45	15/09/2020	10/12/2020

### ESOL Skills for Life and Work Entry 2 - Stage 1

SL20/8559	Tuesday & Thursday	09:30-12:00	15/09/2020	10/12/2020
SL20/8560	Tuesday & Thursday	12:45-14:45	15/09/2020	10/12/2020

### ESOL Skills for Life and Work Entry 2/3 - Stage 1

SL20/8561	Tuesday & Thursday	18:15-20:45	15/09/2020	10/12/2020
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### ESOL Skills for Life and Work for Parents and Carers Entry 1/2 - Stage 1

SL20/8571	Thursday	09:30-12:00	24/09/2020	10/12/2020
SL20/8572	Monday	13:00-15:00	21/09/2020	07/12/2020

### ESOL Skills for Life and Work for Parents and Carers Entry 2 - Stage 1

SL20/8573	Monday	10:00-12:30	21/09/2020	07/12/2020
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### ESOL Skills for Life and Work for Parents and Carers Entry 3 - Stage 1

SL20/8574	Wednesday	10:00-12:30	23/09/2020	09/12/2020
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### ESOL Skills for Life and Work for Parents and Carers Level 1 - Stage 1

SL20/8575	Friday	10:00-12:30	25/09/2020	11/12/2020
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### ESOL Skills for Life and Work for Parents/Carers Pre-Entry - Stage 1

SL20/8576	Monday	13:00-15:00	21/09/2020	07/12/2020
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### ESOL Skills for Life and Work for Parents/Carers Pre-Entry and Entry 1 - Stage 1

SL20/8579	Monday	09:45-11:45	21/09/2020	07/12/2020
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### ESOL Skills for Life and Work Pre-Entry - Stage 1

SL20/8564	Tuesday & Thursday	12:45-14:45	15/09/2020	10/12/2020
SL20/8567	Monday & Thursday	18:15-20:45	14/09/2020	10/12/2020
SL20/8562	Monday & Wednesday	09:45-12:15	14/09/2020	09/12/2020

### ESOL Skills for Life and Work Pre-Entry - Stage 1 (Fast Track)

SL20/8566	Tuesday & Thursday	09:45-12:15	15/09/2020	10/12/2020
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### Open 4 all ESOL

SL20/8565	Friday	10:00-12:00	18/09/2020	11/12/2020
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### ESOL Skills for Life and Work Entry 3 - Employability Skills

SL20/8568	Monday & Wednesday	12:45-14:45	17/08/2020	27/01/2021
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## English for Speakers of Other Languages (ESOL) (continued)

### ESOL Skills for Life and Work Level 1 - Employability Skills

SL20/8569	Tuesday & Thursday	12:45-14:45	18/08/2020	28/01/2021
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### ESOL Skills for Life and Work Entry 2 - Maths

SL20/8600	Monday	10:00-15:00	14/09/2020	25/01/2021
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## IT qualifications

### Functional Skills in ICT Entry 2

Code	Day(s)	Times	Start date	End date
ASF20/8641	Monday and Wednesday	10:00-12:30	14/09/2020	16/12/2020

### Level 1 Certificate in IT User Skills

ASF20/8650	Tuesday and Thursday	09:30 - 15:00	29/09/2020	10/12/2020
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### Level 2 Certificate in IT User Skills (ECDL Extra)

ASF20/8651	Monday and Wednesday	09:30-15:00	28/09/2020	09/12/2020
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## Maths

### Functional Skills Maths (Mixed Level)

Code	Day(s)	Times	Start date	End date
FS20/8587	Monday (x14) & Wednesday (x15)	18:15-20:45	02/09/2020	16/12/2020

### Maths Non Calculator Skills Entry Level

MS20/8586	Monday & Wednesday	12:30-15:00	14/09/2020	21/10/2020
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### Maths Non Calculator Skills Bridge

MS20/8584	Monday & Wednesday	09:30-12:00	14/09/2020	21/10/2020
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### Functional Skills Maths Level 1

FS20/8582	Monday & Wednesday	09:30-12:00	02/11/2020	10/02/2021
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### Maths Non Calculator Skills Higher

MS20/8585	Monday & Wednesday	12:30-15:00	14/09/2020	21/10/2020
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### Functional Skills Maths Level 2

FS20/8583	Monday & Wednesday	12:30-15:00	02/11/2020	10/02/2021
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### Extended Award in Mathematical Skills - Level 1

MS20/8633	Tuesday & Thursday	13:00-15:00	15/09/2020	11/02/2021
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## Short IT Courses

### Learn and Communicate Online - Get Ready to Study

Code	Day(s)	Times	Start date	End date
IT20/8635	Thursday	18:00-21:00	17/09/2020	17/09/2020
IT20/8636	Tuesday	13:30-16:30	15/09/2020	15/09/2020
IT20/8637	Tuesday	09:30-12:30	15/09/2020	15/09/2020

### MS Office Skills for Working from Home

IT20/8642	Wednesday	18:00-21:00	23/09/2020	21/10/2020
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### Start up your Online Profile - Word Press

IT20/8647	Monday and Wednesday	18:00-21:00	22/09/2020	20/10/2020
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### Learn Online with MS Office Word

IT20/8640	Tuesday	09:30-12:30	22/09/2020	20/10/2020
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### MS Office Skills for Working from Home - Intermediate

ASF20/8643	Wednesday	18:00-21:00	04/11/2020	16/12/2020
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### Start up Ecommerce Online payments and Orders

IT20/8648	Tuesday	18:00-21:00	03/11/2020	24/11/2020
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### Learn Online with MS Office Excel

IT20/8638	Tuesday	09:30-12:30	03/11/2020	01/12/2020
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### Learn Online with MS Office Powerpoint

IT20/8639	Thursday	09:30-12:30	03/12/2020	17/12/2020
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### Start Up Promote your Online Profile - You Tube and Social media

IT20/8649	Tuesday	18:00-21:00	01/12/2020	15/12/2020
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## Working with Children

### Working in Childcare - Stage 1

Code	Day(s)	Times	Start date	End date
CC20/8570	Thursday	10:00-12:30	24/09/2020	10/12/2020

### Career in Childcare - An Introduction to Early Years Settings

CC20/8601	Tuesday	10:00-15:00	22/09/2020	08/12/2020
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