

BUSINESS & TECHNOLOGY

ADOBE

ADOBE INDESIGN FOR BEGINNERS

An introduction to the basics of using Adobe InDesign from a professional user perspective. The course is structured around how to use the software to create graphics, logos, posters and documents. It will also evolve around your skills and abilities as you progress. Leaflet available.

Day	Venue	Course Code	Course Title	Start Date	Time	Length	Fee	Concessions
Tue	UCM	Q3481	Adobe InDesign for Beginners UCM AUTUMN	01/10/19	18.00 – 20.00	8 wks	£100	£50
Tue	UCM	Q3482	Adobe InDesign for Beginners UCM SPRING	07/01/20	18.00 – 20.00	8 wks	£100	£50

MARKETING

MARKETING – WHAT DO YOU WANT FROM IT?

A simple approach to marketing, based around the attendees and what you want to get from it. The course deals with real situations within a classroom environment through collaboration, discussion, implementation, analytics and feedback.

Day	Venue	Course Code	Course Title	Start Date	Time	Length	Fee	Concessions
Mon	UCM	Q3471	Marketing – What Do You Want From It? UCM AUTUMN	30/09/19	18.00 – 20.00	8 wks	£100	£50

MICROSOFT

MICROSOFT EXCEL – BEGINNERS*

This course is aimed to those who have no knowledge of Excel, or those who wish to refresh their basic understanding. The course will provide an appreciation of the principles behind spreadsheets and enable you to perform simple tasks using spreadsheets. Leaflet available.

MICROSOFT EXCEL – INTERMEDIATE*

This course provides a follow-on from the beginners course, or entry for those who already have a basic understanding of spreadsheets and can perform simple tasks, including the use of basic mathematical formulas. Leaflet available.

* Microsoft Excel Course will use Microsoft Office 2016 for Windows.

Day	Venue	Course Code	Course Title	Start Date	Time	Length	Fee	Concessions
Wed	RGS	Q3467	Microsoft Excel for Beginners RGS AUTUMN	09/10/19	17.30 – 19.30	8 wks	£100	£50
Wed	RGS	Q3468	Microsoft Excel Intermediate RGS SPRING	15/01/20	17.30 – 19.30	8 wks	£100	£50