

City & Guilds Courses

(e-QUALS) Flexible Learning or Tutored Classes

Word Processing • Spreadsheets • Database • Presentation Graphics • Internet • Email • Desk Top Publishing • Integrated Applications (Level 2)

Level 1 - Full £445 (£70*)

Level 2 - Full £600 (£80*) Enhanced £950 (£80*)

Courses can be studied as Units, Full or Enhanced to suit your needs.

British Computer Society

ECDL Level 2 version 4.5

Minimum requirement for this course is an IT Level 1 or equivalent

Registration & Part 1- £155 (£45*) 40 hours

Concepts of IT • File Management
• Information & Communication

Part 2- £275 (£30*) 90 hours

Word Processing • Spreadsheets • Databases
• Presenting Information • Using IT

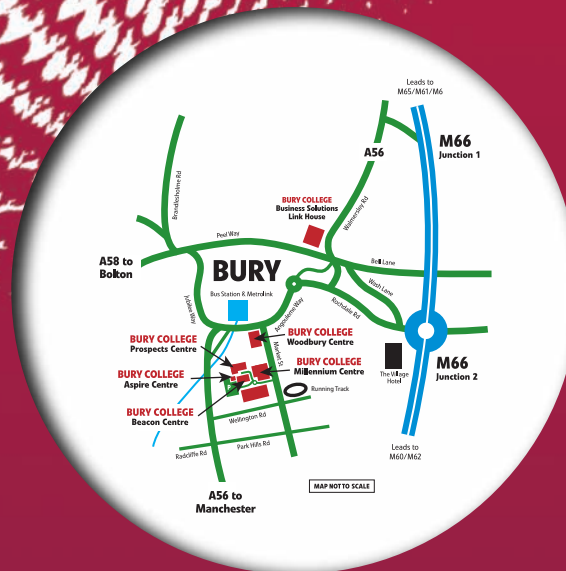
NVQ ITQ (Information Technology Qualification)

To be eligible for this course you must be employed and working in an area using IT.

Level 2 - £750 (£110*)

Level 3 - £1085 (£125*)

* Concessions may apply - subject to terms and conditions



All information contained within this leaflet is correct at the time of going to press. However, due to the constant reviewing and updating of our courses, some details may change. Although every effort is made to provide all the teaching, examination, assessment and other services detailed in this leaflet, Bury College cannot guarantee the provision of such programmes, services, facilities and fees. Bury College reserves the right to amend, withdraw, alter or amalgamate any of the courses, locations and facilities detailed within at any time. Should circumstances require such amendments, Bury College undertakes to use all reasonable steps to minimise the resultant disruption to those services and most importantly to students. Date of Publication: April 2009.

For enquiries & bookings contact:

Skills.com: 0161 280 8693

Guidance: 0161 280 8280

www.burycollege.ac.uk



Its never too late to learn



Adult Learning Course Guide

For details call: 0161 280 8693

English & Maths

FREE*
Courses
available



Gain an up to date qualification (City & Guilds)

Do you need to brush up your reading, writing or maths skills?

Do you need a certificate to help you get a better job?

Why not call in to **Skills.com** at the Woodbury Centre on Market Street, where you will get advice on a course that suits your needs and abilities.

We offer small, friendly classes at the Woodbury Centre, or in the Community. There is a multiple choice test at the end of the course and you will be awarded a nationally recognised certificate when you pass.

For details call: 0161 280 8693

*subject to terms and conditions

Personal Development Courses

12 hour course £55

(£25 if on Income Related Benefits)

30 hour course £110

(£25 if on Income Related Benefits)

- Microsoft Word for Beginners
- Digital Camera
- Basic Computer Hardware
- Employment Skills
- Family History for Beginners
- Confidence & Assertiveness
- Local History
- Beginners Spreadsheets
- Beginners Database
- Basic Counselling Skills
- Beginners Email

And lots more — come in and talk to us about all the courses we offer.

Nationally Recognised Certificates

12 hour course for only £50

(£20 if on Income Related Benefits)

- Food Safety
- 1st Appointed Person (First Aid)

For details call: 0161 280 8693

UK Online

FREE*
Courses
available



Want to use a computer and get online but don't know how?

Skills.com is your local UK Online Centre where you can sign up for a **FREE*** course on using the Internet and email.

For details call: 0161 280 8693

*subject to terms and conditions

ESOL (English for Speakers of other Languages)

ESOL (English for Speakers of Other Languages) courses are aimed at students who live and work in England permanently and need to improve their English language skills. We offer part-time courses in mornings, afternoons, and evenings. Course fees are dependant on your personal circumstances.

For details call: 0161 280 8280