

Basic computer courses	Dates
<p>Computer Confidence for Work - Part 1</p> <p>A course for those with little or no computer experience to learn the basics of Word, use the Internet for job searching and to set up an email address.</p>	<p>Cheltenham</p> <ul style="list-style-type: none"> 13th & 14th November <p>Gloucester</p> <ul style="list-style-type: none"> 25th & 27th September 27th & 29th November
<p>Computer Confidence for Work - Part 2</p> <p>Develop skills using Word, learn the basics of Excel spreadsheets and PowerPoint for presentations, and explore the internet and its use in work or job searching.</p>	<p>Cheltenham</p> <ul style="list-style-type: none"> 15th & 16th November <p>Gloucester</p> <ul style="list-style-type: none"> 2nd & 4th October 4th & 6th December
<p>Computer Confidence for Work - Part 3</p> <p>This course covers file management, learning how to organise your computer files and folders. You can then choose from various computer/Microsoft Office tasks, which you work through independently with tutor support if required.</p>	<p>Cheltenham</p> <ul style="list-style-type: none"> 27th & 28th November <p>Gloucester</p> <ul style="list-style-type: none"> 8th & 9th November
Business admin, Excel and office courses	Dates
<p>AAT Access Award in Business Skills—Level 1</p> <p>A short qualification designed to help you develop essential business and finance skills you can apply directly to the workplace. Topics Include, preparing for work, sales and purchases in business, and using numbers in business.</p> <p>To register your interest please contact Student Services on 0345 155 2020 or email info@gloscol.ac.uk</p>	<p>Gloucester</p> <ul style="list-style-type: none"> Start date 3rd October 2023 Each Tuesday evening 5.30pm - 8.45pm
<p>Microsoft Office Skills for Work</p> <p>A 4-day course designed to develop your knowledge and understanding of some key software within the Microsoft Office suite, and how to use these within the workplace. A knowledge of the basic functions and operation of a computer is essential.</p>	<p>Gloucester</p> <ul style="list-style-type: none"> 4th-12th October
<p>Excel - Advanced Functions and Formulae</p> <p>Covering revision of basic functions, absolute cell references and naming ranges.</p>	<p>Cheltenham</p> <ul style="list-style-type: none"> 13th December <p>Gloucester</p> <ul style="list-style-type: none"> 6th November
<p>Excel—Basics</p> <p>Covering creating a spreadsheet using basic formulas and statistical functions to calculate Minimum, Maximum and Averages. You will learn to navigate, select, enter data in a spreadsheet and apply a variety formatting option including, font styles, cell alignment, borders, shading, number and date formats. It will also look at page setup and printing options to produce final printouts.</p>	<p>Cheltenham</p> <ul style="list-style-type: none"> 11th December <p>Gloucester</p> <ul style="list-style-type: none"> 2nd October
<p>Excel—Functions & Formulae</p> <p>Covering creating formulas and statistical functions, including Sum, Average and Count, as well as the more complex IF function and calculating percentages.</p>	<p>Cheltenham</p> <ul style="list-style-type: none"> 12th December <p>Gloucester</p> <ul style="list-style-type: none"> 16th October
<p>Excel—Manipulating Data</p> <p>Covering structuring data list, converting ranges into tables, conditional formatting, sorting & filtering, subtotals & grouping includes named ranges and data validation.</p>	<p>Cheltenham</p> <ul style="list-style-type: none"> 11th December <p>Gloucester</p> <ul style="list-style-type: none"> 9th October
<p>Excel—Pivot Tables</p> <p>Covering data list essentials, sorting, filtering & custom filters. You will learn how to create Pivot Tables to quickly summarise and create smaller reports from large amounts of data. It will include creating, modifying & formatting a Pivot Table, interactive slicers, grouping, drilling down, summary/custom calculation, using the GETPIVOTDATA Function, creating, and modifying Pivot Chart Reports.</p>	<p>Cheltenham</p> <ul style="list-style-type: none"> 12th December <p>Gloucester</p> <ul style="list-style-type: none"> 23rd October

Course list continues over the page

Construction CSCS	Dates
<p>Health and Safety in a Construction Environment with CSCS card (SWAP)</p> <p>If you looking to get into the construction industry you'll need a CSCS card. This course provides the level 1 health & safety qualification, CITB test, card application for FREE (subject to eligibility) and the opportunity to meet and register with local construction agencies.</p>	<p>Gloucester</p> <ul style="list-style-type: none"> 9th-17th October
Employability skills	Dates
<p>Interview Skills</p> <p>Learn how to prepare for an interview, including answering questions, making a good impression and selling yourself and your skills. <i>Includes mock interview practise!</i></p>	<p>Gloucester</p> <ul style="list-style-type: none"> 18th & 19th October 18th & 19th December
Self-Employment	Dates
<p>Steps to Setting up Your Own Business</p> <p>This course highlights some of the key issues that need to be considered when you set out to run your own business. Considerations from marketing and sales to finance and legal requirements will be discussed together with the psychology and motivation behind starting up your own business.</p>	<p>Gloucester</p> <ul style="list-style-type: none"> TBC
First Aid	Dates
<p>Emergency First Aid at Work</p> <p>Gain a level 3 qualification on our one day course to develop skills and confidence to administer emergency first aid at work, under health and safety regulations.</p>	<p>Gloucester</p> <ul style="list-style-type: none"> 31st October
Online courses	How to Apply
<p>FREE online short courses in Business, digital, education, health and care</p> <p>Our nationally recognised courses help you to build professional skills from home. With personalised support from start to finish, you can get qualified in 15 weeks or less and study at your own pace.</p> <p>Awareness of Mental Health Problems, Lean Organisation Management Techniques, Principles of Business Administration, Equality and Diversity, Principles of Team Leading, Safeguarding, Prevent and British Values, Counselling Skills, Nutrition and Health, Customer Service, Understanding Children and Young People's Mental Health, Understanding Autism, Self-harm and Suicide Awareness and Prevention, Digital Marketing.</p>	<p>Book your place:</p> <p>www.gloscol.ac.uk/campaigns/online-courses/</p> <p>01452 563278 onlinetraining@gloscol.ac.uk</p>



To find out more, contact our JobSmart team via:

-  gloscol.ac.uk/jobsmart
-  01452 563278
-  jobsmart@gloscol.ac.uk

These courses are aimed at adults over the age of 19+, in receipt of certain benefits or earning less than £20,319.



