

Basic computer courses	Dates
Computer Confidence for Work - Part 1 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.	Cheltenham 17th & 18th July 21st & 22nd August
Computer Confidence for Work - Part 2 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.	Cheltenham 19th & 20th July 23rd & 24th August Gloucester 25th & 27th September
Business admin, Excel and office courses	Dates
AAT Access Award in Business Skills—Level 1 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. To register your interest please contact Student Services on 0345 155 2020 or email info@gloscol.ac.uk	Gloucester - Start date 3rd October 2023 - Each Tuesday evening 5.30pm - 8.45pm
Microsoft Office Skills for Work 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. Though a mixture of tutor guided sessions and the opportunity to undertake practical tasks and activities, the course will focus on increasing your skills and practical application of the following Microsoft Office software: Outlook, Teams, Office 365, One Drive, features of Edge including dictation, auto reader and translate. Opportunities to practice using other Microsoft programs including Word and Excel A knowledge of the basic functions and operation of a computer is essential.	Gloucester 10th-13th July 14th-17th August
Excel - Advanced Functions and Formulae Covering revision of basic functions, absolute cell references and naming ranges.	Call for dates
Excel—Basics 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 of formatting options 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.	Call for dates
Excel—Functions & Formulae Covering creating formulas and statistical functions, including Sum, Average and Count, as well as the more complex IF function and calculating percentages.	Call for dates
Excel—Manipulating Data Covering structuring data list, converting ranges into tables, conditional formatting, sorting & filtering, subtotals & grouping includes named ranges and data validation.	Call for dates
Excel—Pivot Tables 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.	Call for dates

Course list continues over the page

Construction CSCS	Dates
Health and Safety in a Construction Environment with CSCS card (SWAP) 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.	Gloucester 12th - 20th July 14th - 22nd August
Courses with guaranteed interviews	
Customer Service Representative Prepare for a guaranteed an interview with a local employer recruiting for office roles in Gloucester, with our customer service course. These roles are customer facing on the phone and will require the use of a computer.	Gloucester 4th—14th September
Data Administration Want to get into a data administration role and learn new skills?. Join our courser and gain skills in Microsoft Excel, Outlook and Teams, whilst completing an application for a local company recruiting for data administrator roles.	Gloucester 18th—28th September
Employability skills	Dates
Digital Skills for Online Applications Develop your CV and learn how to adapt it future applications; and gain confidence using Microsoft Office templates, creating documents, using cloud storage and emails.	Cheltenham 24th-27th July
Other courses	Dates
Steps to Setting up Your Own Business 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.	Gloucester 13th & 14th September
Teaching Assistant Are you looking to start a rewarding journey that equips you with the skills and knowledge you need to support and inspire the next generation? Our level two and three NCFE certified Teaching Assistant courses will give you the experience, confidence, skills and understanding you need to become an effective teaching assistant. You will learn: - How schools run day-to-day - How to work with children - How to manage behaviour - How to support and assess children in school - How to support learners with Special Educational Needs and Disability (SEND)	Family Friendly hours Cheltenham or Gloucester Two to three days a week commitment depending on course Level 2  Level 3 
Sign up today: gloscol.ac.uk/teachingassistant 0345 155 2020 /info@gloscol.ac.uk	



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.



