



**Independent
Training Services**
Quality learning solutions

Part of Barnsley College

**SmartStyle
Training**

IT DIGITAL SKILLS WORKSHOP TIMETABLE

OCTOBER - DECEMBER 2023



We have a comprehensive programme of workshops covering a range of Microsoft programmes, and other online and digital tools, all useful for both business and personal development.

Most of these workshops are three hour long, morning or afternoon sessions and can be attended in person at our Barnsley-based premises or online via Microsoft Teams. We can also offer bespoke, closed sessions at your own premises subject to numbers.

Our one-day workshops usually cost £195+VAT per person and a half-day workshop cost £100+VAT.

For people working in the wider Sheffield City region (Barnsley, Doncaster, Rotherham and Sheffield) we have access to funding which means you can currently attend these sessions free of charge*.

For more information on the Online Digital Workshops, contact Tracey Amer, Business Development Consultant:

☎ **01226 216 760**

✉ **tracey.amer@ind-training.co.uk**

🌐 **www.independenttrainingservices.co.uk**

*Subject to meeting eligibility criteria.

Topic	Date
Microsoft Excel Fundamentals - Part 1	Monday 2 October, 9.30am – 12.30pm Monday 6 November, 9.30am – 12.30pm
Microsoft Excel Fundamentals - Part 2	Thursday 5 October, 9.30am – 12.30pm Thursday 9 November, 9.30am – 12.30pm
Microsoft Excel Fundamentals - one day course	Monday 11 December, 9.30am - 4.30pm
Microsoft Excel Intermediate - Part 1	Monday 9 October, 9.30am – 12.30pm Monday 13 November, 9.30am – 12.30pm
Microsoft Excel Intermediate - Part 2	Thursday 12 October, 9.30am – 12.30pm Thursday 16 November, 9.30am – 12.30pm
Microsoft Excel Intermediate - one day course	Tuesday 12 December, 9.30am - 4.30pm
Microsoft Excel Advanced - Part 1	Monday 16 October, 9.30am – 12.30pm Monday 20 November, 9.30am – 12.30pm
Microsoft Excel Advanced - Part 2	Thursday 19 October, 9.30am – 12.30pm Thursday 23 November, 9.30am – 12.30pm
Microsoft Excel Advanced - one day course	Thursday 14 December, 9.30am - 4.30pm
Microsoft Word Fundamentals – Part 1	Monday 2 October, 1.00pm – 4.00pm Monday 6 November, 1.00pm – 4.00pm
Microsoft Word Fundamentals – Part 2	Thursday 5 October, 1.00pm – 4.00pm Thursday 9 November, 1.00pm – 4.00pm
Microsoft Word Intermediate – Part 1	Monday 9 October, 1.00pm – 4.00pm Monday 13 November, 1.00pm – 4.00pm
Microsoft Word Intermediate – Part 2	Thursday 12 October, 1.00pm – 4.00pm Thursday 16 November, 1.00pm – 4.00pm
Microsoft Word Advanced – Part 1	Monday 16 October, 1.00pm – 4.00pm Monday 20 November, 1.00pm – 4.00pm
Microsoft Word Advanced – Part 2	Thursday 19 October, 1.00pm – 4.00pm Thursday 23 November, 1.00pm – 4.00pm

Topic	Date
Microsoft PowerPoint – Part 1	Tuesday 3 October, 9.30am – 12.30pm Tuesday 7 November, 9.30am – 12.30pm
Microsoft PowerPoint – Part 2	Tuesday 10 October, 9.30am – 12.30pm Tuesday 14 November, 9.30am – 12.30pm
Microsoft PowerPoint Advanced – Part 1	Tuesday 17 October, 9.30am – 12.30pm Tuesday 21 November, 9.30am – 12.30pm
Microsoft PowerPoint Advanced – Part 2	Tuesday 24 October, 9.30am – 12.30pm Tuesday 28 November, 9.30am – 12.30pm
Microsoft Teams	Monday 23 October, 9.30am – 12.30pm Monday 27 November, 9.30am – 12.30pm
Microsoft Outlook	Tuesday 3 October, 1.00pm – 4.00pm Monday 27 November, 1.00pm – 4.00pm
Microsoft SharePoint and OneDrive	Tuesday 10 October, 1.00pm – 4.00pm Tuesday 7 November, 1.00pm – 4.00pm
Google Analytics	Tuesday 17 October, 1.00pm – 4.00pm Tuesday 14 November, 1.00pm – 4.00pm
Social Media	Tuesday 24 October, 1.00pm – 4.00pm Tuesday 21 November, 1.00pm – 4.00pm
Cyber Security	Thursday 26 October, 9.30am – 12.30pm Thursday 30 November, 9.30am – 12.30pm



QUALIFICATIONS

We have a wide range of IT and Digital qualifications. Students studying our online qualifications will access an online system that they can work through at their own pace, but they will also have a dedicated tutor to work alongside them that they can access if they require any additional support.

Qualification	Units you will study
Digital Marketing Level 2 TQUK Certificate	<ul style="list-style-type: none"> • Digital Marketing for Business • Digital Marketing Review • Email as a Promotional Tool • Social Media for Business • Understanding Search Engine Optimisation (SEO)
Essential Digital Skills Entry Level 3 and Level 1 NCFE	<ul style="list-style-type: none"> • Being Safe and Responsible Online and on Digital Devices • Using Digital Devices and Handling Information • Creating and Editing • Digital Transactions
Principles of Cyber Security Level 2 Certificate NCFE	<ul style="list-style-type: none"> • Introduction to Cyber Security • Understand Terminology Used in Cyber Security • Understand Legal and Ethical Aspects of Cyber Security • Understand Common Threats to Cyber Security • Understand Methods of Maintaining Cyber Security • Working with Others in Cyber Security
IT User Skills Level 2 Certificate TQUK	<ul style="list-style-type: none"> • Improving Productivity using IT • IT Software Fundamentals • IT Security for Users • Presentation Software • Spreadsheet Software
Digital Skills for Employment Level 2 Certificate TQUK	<ul style="list-style-type: none"> • Developing Digital Career Skills • Management of Information • Digital Device Security • Communication and Productivity • Digital Security
Cyber Security Practices Level 3 Certificate NCFE	<ul style="list-style-type: none"> • Understand Cyber Security Principles • Threat Intelligence in Cyber Security • Cyber Security Testing, Vulnerabilities and Controls • Cyber Security Incident Response • Understand Legislation and Ethical Conduct within Cyber Security • Professional Skills and Behaviours for Cyber Security
Certificate in Coding Practices Level 3 Certificate NCFE	<ul style="list-style-type: none"> • Coding Requirements and Planning • Understand Coding Design • Implementation of Coding • Software Testing • Understand Deployment, Maintenance and Configuration Management
Certificate in Data Level 3 Certificate NCFE	<ul style="list-style-type: none"> • Understand How to Source Data • Collate and Format Data for Processing and Analysis • Analyse Data to Support Business Outcomes • Present and Communicate Data to the Appropriate Audience • Store, Manage and Distribute Data Securely • Collaborate With Others and Practise Continuous Professional Development

For further information, please contact:

Tracey Amer

Business Development Consultant

✉ tracey.amer@barnsley.ac.uk

☎ 01226 216 760

☎ 07816 543 029

🌐 www.independenttrainingservices.co.uk

For people working in the wider Sheffield City region (Barnsley, Doncaster, Rotherham and Sheffield) we have access to funding which means you can study these qualifications free of charge*.

