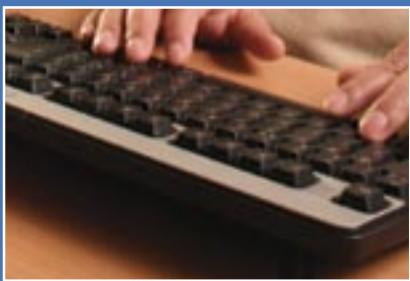


- computing • business
- finance • administration
- medical • housing • travel
- accounting • tourism
- management
- enterprise
- law





THE FACULTY OF IT AND BUSINESS delivers a wide range of courses at all levels from Access through to HND level to meet the needs of individuals, groups, companies and communities.

We provide an extensive range of courses which can be delivered flexibly to suit your needs. We offer the traditional modes of full time, part time and day release courses, but can also provide the flexibility of online, blended, infill, evening and bespoke custom courses to meet your exact requirements.

Our courses are focused on a career in industry and commerce and are continuously being revised and updated in order to stay at the cutting edge of technology and business.

Our aim is to satisfy your needs for education and training whatever your motivation. Our provision may help you to gain employment, return to employment, improve promotion prospects or it may just be for personal development. It goes without saying that we think you will enjoy your course as well!

We have a proven track record in designing and delivering short courses and will be only too happy to discuss your requirements.

We are involved with a wide range of awarding bodies and institutions including Scottish Qualifications Authority, Institute of Leadership and Management, Chartered Management Institute, Chartered Institute of Housing, OCR, British Computer Society and City and Guilds. This ensures national recognition for our courses and for your achievements.

So whatever your requirements – Information Technology, Computing, Business, Management, Travel, Tourism, General and Medical Administration, Accounting or Law qualifications – please contact us. We will be happy to advise and assist.

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| BEGINNERS COURSES | ENTRY OPTIONS | COURSE CONTENT | PROGRESS | CAREER PROSPECTS |
|--|--|---|--|---|
| COMPUTERS FOR THE TERRIFIED Short courses. Flexible start. Kilmarnock, Saltcoats and Community Centres Non-certificated | Suitable for those with no computing ability. | Internet, Email, File Management, Word Processing, Spreadsheet, Database and Troubleshooting. | Computers for the Less Terrified. | Everything you need to know to get the best use out of your home PC (beginners level). |
| COMPUTERS FOR THE LESS TERRIFIED Short courses. Flexible start. Kilmarnock, Saltcoats and Community Centres Non-certificated | Suitable for those with little computing ability. | Word Processing, Database, Spreadsheets, PowerPoint, Email, Internet (intermediate level) and Troubleshooting. | Computers for the More Confident. | Provides enhanced skills at an intermediate level in Microsoft Office applications and the Internet. |
| PC PASSPORT (Introduction) Short courses. Part time, day release, Open Learning. Flexible start. Kilmarnock or Saltcoats Award SQA Certificate | Applicants should have the ability to demonstrate all five core skills at Access 3 level. | Word Processing, Spreadsheets, Email and Internet. | PC Passport at Intermediate or ECDL. | Preparation for nationally recognised qualifications in IT and Computing. |
| INTERMEDIATE COURSES | ENTRY OPTIONS | COURSE CONTENT | PROGRESS | CAREER PROSPECTS |
| Intermediate courses are available at 2 levels, known as Intermediate 1 (Int 1) and Intermediate 2 (Int 2). NQ courses (Intermediate 2) are designed to give a broad based foundation for employment or further related study. Our Prepare for a Career courses are offered at Intermediate 1 level. Those with suitable entry qualifications, for example Standard Grades or Core Skills in Numeracy, Communications and IT at Intermediate 1 level would normally enter at Intermediate 2 level, whilst others would start at Intermediate 1 level, on the equivalent Prepare for a Career programme and then progress to the Intermediate 2 level course. | | | | |
| COMPUTERS FOR THE MORE CONFIDENT Short courses. Flexible start. Kilmarnock, Saltcoats and Community Centres Non-certificated | Suitable for those with prior knowledge in using computer applications and the Internet. | Provides enhanced skills at an intermediate level in Microsoft Office applications, Internet, Email, File Management and IT Concepts. | ECDL, Advanced ECDL or PC Passport at Higher. | Provides enhanced skills at an advanced level in Microsoft Office applications, Email, File Management and IT Concepts. |
| PREPARE FOR A CAREER IN IT AND BUSINESS 1 year full time - August start and 6 month full time - January start. Kilmarnock Award Scottish Qualifications Certificate | Applicants should have the ability to demonstrate all five core skills at Access 3 level. | Multimedia, Recording Credit Data, Internet and Email, Business in Society, Computer Applications, Administration, Reception Skills, Customer Contact, Digital Photography and Web Page Design. | NQ or equivalent level programme in computing, business, administration or travel/tourism. | Junior positions within all areas of business, computing, data processing, administration and travel/tourism. |
| ECDL (EUROPEAN COMPUTER DRIVING LICENCE) Short courses. Part time, day release, evening, Open Learning or online. Flexible start. Kilmarnock, Saltcoats, Open Learning or Online Award ECDL Certificate, British Computer Society | Designed to cover the key concepts of computing, their practical application and their use in the work place and society in general. | Basic Concepts of IT, Using the Computer and Managing Files, Word Processing, Spreadsheets, Presentations, Database, Communications and the Internet. | Advanced ECDL, NQ Computing. | European standard qualification required by business and industry to enhance existing IT qualifications. |

| INTERMEDIATE COURSES | ENTRY OPTIONS | COURSE CONTENT | PROGRESS | CAREER PROSPECTS |
|---|---|---|---|---|
| <p>PC PASSPORT (Intermediate) Short courses. Part time, day release, evening, Open Learning. Flexible start. Kilmarnock or Saltcoats Award SQA Certificate</p> | Applicants should have the ability to demonstrate all five core skills at Intermediate 1 level. | Word Processing, Spreadsheets, Internet, Email and Presentations. | ECDL Advanced, NQ Computing, PC Passport at Higher level. | Nationally recognised qualifications in IT and computing. |
| NQ (Intermediate 2 Level) COURSES | ENTRY OPTIONS | COURSE CONTENT | PROGRESS | CAREER PROSPECTS |
| <p>NQ COMPUTING (Networking and Hardware) 1 year full time or part time. August start. Kilmarnock Award Scottish Qualifications Certificate</p> | Applicants should have the ability to demonstrate all five core skills at Intermediate 1 level. | Includes PC Passport Qualification (Word Processing, Spreadsheets, Internet and Presentations), Networking, Hardware, Web Page Design, Database Design, Computer Operating Systems, Software Development, (Visual Basic), Internet Safety, Numeracy and Communication Skills. | HNC Computing (Networking and Hardware) or equivalent level programme. | IT network support officer, trainee computer operator or computer technician. |
| <p>NQ COMPUTING (Games Programming and Multimedia) 1 year full time or part time. August start. Kilmarnock Award Scottish Qualifications Certificate</p> | Applicants should have the ability to demonstrate all five core skills at Intermediate 1 level. | Web Design, Database Design, Games Programming, Multimedia Technology, Digital Photography, Computer Animation, Software Development, (Visual Basic), Communications Skills, Numeracy and PC Passport.(Word Processing, Spreadsheets, Internet and Presentations). | HNC Computing (Programming) or equivalent level programme. | Junior positions in the games, multimedia or web industry. |
| <p>NC DIGITAL MEDIA COMPUTING (Subject to approval) 1 year full time. August start. Kilmarnock Award Scottish Qualifications Certificate</p> | Applicants should have the ability to demonstrate all five core skills at Intermediate 1 level. | PC Passport (Word Processing, Spreadsheets, Database, Presentations, Internet), Web Design, Computer Hardware and Software, Game Design, Media Editing, Blogs. | HNC Computing (Programming) or equivalent level programme. | Junior positions in the games, multimedia or web industry. |
| <p>NQ ADMINISTRATION AND IT (Legal Option Available) 1 year full time or part time. August start. Kilmarnock Award Scottish Qualifications Certificate</p> | Applicants should have the ability to demonstrate all five core skills at Intermediate 1 level. | PC Passport (Word Processing, Spreadsheets, Presentations, Internet), Administrative Support, Accounts, Communications Skills, Numeracy and Work Experience. Legal Options - Scottish Legal Framework, Admin Law, Intro to Legal Rights, Obligations and Processes. | HNC Administration, Business, Accounting or equivalent level programme. | Clerical assistant or receptionist. |

| NQ (Intermediate 2 Level) COURSES | ENTRY OPTIONS | COURSE CONTENT | PROGRESS | CAREER PROSPECTS |
|--|---|--|---|---|
| NQ ADMINISTRATION WITH MEDICAL OPTIONS 1 year full time or part time. August start. Kilmarnock, Irvine Award Scottish Qualifications Certificate | Applicants should have the ability to demonstrate all five core skills at Intermediate 1 level. | PC Passport (Word Processing, Spreadsheets, Presentations, Internet), Administrative Support, Medical Reception and Records, Medical Terminology, Medical Audio, Communication Skills and Numeracy. Work experience in a general practice or hospital. | HNC Administration, Business, Accounting or equivalent level programme. | Medical receptionist, trainee medical secretary or clerical assistant. |
| NQ BUSINESS (Accounting and Legal Options Available) 1 year full time or part time. August start. Kilmarnock Award Scottish Qualifications Certificate | Applicants should have the ability to demonstrate all five core skills at Intermediate 1 level. | Business Management, Accounts, Finance, Law, Economics, PC Passport (Intermediate), Communication Skills and Numeracy. | HNC Business, HNC Accounting or equivalent level programme. | Junior positions in all areas of business and accounting. |
| NQ INTERNATIONAL TRAVEL AND TOURISM 1 year full time. August start. Kilmarnock Award Scottish Qualifications Certificate | Applicants should have the ability to demonstrate all five core skills at Intermediate 1 level. | Overseas Study Visit, Visits to Local Attractions, Travel Geography, Travel Agency Practice, Cabin Crew, Resort Representatives, Communications Skills, Numeracy and PC Passport (Intermediate). | HNC Travel or equivalent level programme. | Travel agents, customer service in tourist industry or tour representative. |
| ACCESS TO BUSINESS ADMINISTRATION & IT 6 months full time or part time. August and January start. Saltcoats Award Scottish Qualifications Certificate | Applicants should have the ability to demonstrate all five core skills at Intermediate 1 level. | Customer Contact, Team Working, Business Activities, Computer Hardware, IT Applications and Enterprise Activity, Computer Programming. | HNC Business, HNC Computing or equivalent level progression. | Junior positions in all areas of business and computing. |
| ACCESS TO HN COMPUTING 6 months full time or part time. August and January start. Kilmarnock Award Scottish Qualifications Certificate | Applicants should have the ability to demonstrate all five core skills at Intermediate 1 level. | Web design, Computer Programming, Hardware, Networks, Internet, Word Processing, Database, Spreadsheets, Presentation, Communication Skills and Numeracy. | HNC Computing or equivalent level programme. | Junior technical positions in all areas of computing. |
| JANUARY START COURSES ONLY (Intermediate 2 Level) | ENTRY OPTIONS | COURSE CONTENT | PROGRESS | CAREER PROSPECTS |
| ACCESS TO HN BUSINESS, ACCOUNTING AND IT 6 months full time or part time. January start. Kilmarnock Award Scottish Qualifications Certificate | Applicants should have the ability to demonstrate all five core skills at Intermediate 1 level. | Financial Accounting, Cost Accounting, Law, Marketing, Communication Skills, Business Enterprise and PC Passport. (Word processing, spreadsheets, presentations, internet and email). | HNC Business, HNC Accounting or equivalent level programme. | Junior positions in all areas of and business, finance and accounting. |

| JANUARY START COURSES ONLY (Intermediate 2 Level) | | | | |
|--|---|--|--|--|
| | ENTRY OPTIONS | COURSE CONTENT | PROGRESS | CAREER PROSPECTS |
| <p>ACCESS TO HN TRAVEL AND TOURISM 6 months full time or part time. January start. Kilmarnock Award Scottish Qualifications Certificate</p> | Applicants should have the ability to demonstrate all five core skills at Intermediate 1 level. | Interacting with Customers, Marketing, Financial Accounting, Business Enterprise and PC Passport. (Word processing, spreadsheets, presentations, internet and email). | HNC Travel and Tourism or equivalent level programme. | Junior position within travel and tourism industries |
| <p>ACCESS TO HN ADMINISTRATION 6 months full time or part time. January start. Kilmarnock Award Scottish Qualifications Certificate</p> | Applicants should have the ability to demonstrate all five core skills at Intermediate 1 level. | IT, Office Applications and Organisation, Administration Support, Communication Skills and PC Passport. (Word processing spreadsheets, presentations, internet and email). | HNC Administration or equivalent level programme. | Secretary, administrative assistant, clerk or other office position. |
| ADVANCED LEVEL COURSES | | | | |
| | ENTRY OPTIONS | COURSE CONTENT | PROGRESS | CAREER PROSPECTS |
| <p>EUROPEAN COMPUTER DRIVING LICENCE ADVANCED (Word Processing and Spreadsheets) Part time, day release, evening, short course, Open Learning. Flexible start to suit individual. Kilmarnock or Saltcoats Award European Computer Driving Licence Advanced (ECDLA)</p> | Suitable for those who wish to gain an accredited advanced level of competence in word processing or spreadsheets. | Advanced Features of Microsoft Word and Microsoft Excel. | Other Advanced Level IT Courses. | European standard qualification in advanced spreadsheet skills will enhance any existing IT qualification. |
| <p>HNC COMPUTING (With Networking/Hardware and Programming/Games Options) 1 year full time, part time, day release, flexible, Open Learning, August, January or flexible start to suit individual. Kilmarnock Award SQA HNC Computing HNC (SCQF) 96 Credits@Level 7</p> | Candidates should have NQ qualification, relevant experience or be able to display evidence of ability or have a Higher in Computing, Grade C or above. | IT Applications, Programming Languages, Systems Analysis, Computer Operating Systems, Hardware Installation and Maintenance, Web Design and Local Area Networking. | HND in Computing (Software Development or Support) or degree course. | Network management, computing and network support technician, web designer, computer games programmer and systems analyst. |
| <p>HND COMPUTING: TECHNICAL SUPPORT 1 year full time (with HNC), 2 years full time (with NQ), part time, day release. August start. Kilmarnock Award SQA HND Computing: Technical Support HNC (SCQF) 240 Credits@Level 8</p> | HNC Computing (for year 2 entry). NQ Computing or relevant experience (for year 1 entry). | Systems Administration, Supporting Users, Database Development, Network Server Operating Systems, Computer Architecture and Project Management | Degree level courses. | Network management, systems and computing support or computer technician. |

| ADVANCED LEVEL COURSES | ENTRY OPTIONS | COURSE CONTENT | PROGRESS | CAREER PROSPECTS |
|---|--|--|--|--|
| <p>HND COMPUTING: SOFTWARE DEVELOPMENT 1 year full time (with HNC), 2 years full time (with NQ), part time, day release. August start. Kilmarnock Award SQA HND Computing: Software Development HNC (SCQF) 240 Credits@Level 8</p> | <p>HNC Computing (for year 2 entry). NQ Computing or relevant experience (for year 1 entry).</p> | <p>Systems Analysis, Database Development, C++, Object Oriented Design, Visual Basic, HTML, Database, Software Development Project, SQL, Network Server Operating Systems, Project Management.</p> | <p>Degree level courses.</p> | <p>Software developer, web designer, project manager or systems analyst.</p> |
| <p>HNC BUSINESS 1 year full time, part time, day release. August start. Kilmarnock Award SQA HNC Business HNC (SCQF) 96 Credits@Level 7</p> | <p>Candidates should have NQ qualification or equivalent, relevant experience or be able to display evidence of ability.</p> | <p>Managing people and Organisations, Economic Issues, Marketing, Business Accounting, IT Applications Software and Business Law.</p> | <p>HND or Degree level courses.</p> | <p>Junior manager level within the private or public sectors.</p> |
| <p>HNC ADMINISTRATION AND IT (Medical Options Available) 1 year full time, part time, day release. August start. Kilmarnock Award SQA HNC Administration and IT HNC (SCQF) 96 Credits@Level 7</p> | <p>Candidates should have NQ qualification or equivalent, relevant experience or be able to display evidence of ability.</p> | <p>Office Administration, Using IT in Business, Business Accounting, Marketing and Office Technologies. Medical Options include – Medical Terminology, GP and Hospital Administration.</p> | <p>HND or degree level courses.</p> | <p>Personal assistant, secretary, administration officer or medical secretary.</p> |
| <p>HNC ACCOUNTING 1 year full time, part time, day release. August start. Kilmarnock Award SQA HNC Accounting HNC (SCQF) 96 Credits@Level 7</p> | <p>Candidates should have NQ qualification or equivalent, relevant experience or be able to display evidence of ability.</p> | <p>Management Accounting, Cost Accounting, Preparing Final Accounts, IT Applications Software and Using Financial Accounting Software.</p> | <p>HND, degree courses and exemption from ACCA and CIMA exams.</p> | <p>Financial accountant, cost accountant or accounting technician.</p> |
| <p>HNC TRAVEL 1 year full time, part time, day release. August start. Kilmarnock Award SQA HNC Travel HNC (SCQF) 96 Credits@Level 7</p> | <p>Candidates should have NQ qualification or equivalent, relevant experience or be able to display evidence of ability.</p> | <p>Air Travel, Retail Travel, Customer Care, Travel Geography, Study Visit and IT Applications Software.</p> | <p>HND or degree level courses.</p> | <p>Junior manager in travel and tourism industries.</p> |
| <p>HND BUSINESS 1 year full time (with HNC), 2 years full time (with NQ), part time, day release. August start. Kilmarnock Award HND Business HND (SCQF) 240 Credits@Level 8</p> | <p>HNC Business (for year 2 entry). NQ Business (for year 1 entry).</p> | <p>Business Culture and Strategy, Preparing Financial Forecasts, Business Law, Economics, Statistics for Business and Business Taxation.</p> | <p>Degree level courses.</p> | <p>Manager level within the private or public sectors.</p> |

| ADVANCED LEVEL COURSES | ENTRY OPTIONS | COURSE CONTENT | PROGRESS | CAREER PROSPECTS |
|--|--|--|---|--|
| HND ACCOUNTING 1 year full time (with HNC), 2 years full time (with NQ), part time, day release. August start. Kilmarnock Award HND Accounting HND (SCQF) 240 Credits@Level 8 | HNC Accounting. | Management Accounting for Decision Making, Financial Reporting and Analysis, Company Law, Business Taxation and Accounting for Planning and Control. | Degree level courses. | Financial accountant, cost accountant or accounting technician. |
| CHARTERED INSTITUTE OF HOUSING LEVEL 4 DIPLOMA Twilight or Open Learning. August or flexible start. Day release option subject to enrolment. Kilmarnock, on site (eg South Ayrshire Council Offices, Ayr). Other sites depending on numbers Award CIH Level 4 Diploma | For those working in council housing, RSLs and letting agencies (clerical staff, assistant housing officers, housing officers, housing inspectors, homelessness advisors, warden. | Housing Policy, Housing Practice & Managing Tenancies, Financial Management, Housing Construction, Development & Law, Promoting & Marketing Housing, Community Care & Supported Accommodation, Community Development & Sustainability. | Two certificate routes: Housing or Supported Accommodation upon the completion of first year units. | Higher level CIH qualifications and postgraduate level courses at Glasgow, Stirling and Heriot Watt Universities Housing officer, policy co-ordinator, manager in council housing and RSLs. |
| CIH CERTIFICATE IN HOUSING OR SUPPORTED AND SHELTERED HOUSING | Candidates who have successfully completed the first year units of the CIH Level 4 Diploma may be awarded a Certificate in Housing or Supported and Sheltered Housing depending on their chosen study pathway. | | | |
| SHORT COURSES | ENTRY OPTIONS | COURSE CONTENT | PROGRESS | CAREER PROSPECTS |
| ONLINE COURSES Variable duration, online. Flexible start. Home based | Contact faculty or Online Administrator (Jacqui Steele – steelej@kilmarnock.ac.uk) for information. | Over 100 short courses in business and IT specialist areas. Log on to www.kconline.co.uk for full listing or ask for course leaflet. | NQ, HNC or equivalent level programme. | Career enhancement in business and IT. |
| SAGE PAYROLL 18 hours short course or evening/twilight course. Flexible start. Open Learning, evening. Kilmarnock, Saltcoats Award College Certificate | Knowledge of manual payroll is desirable. | Maintaining Employee Records, SSP, SMT, Income Tax, NI and End of Year Returns. | NQ, HNC or equivalent level programme. | Wages clerk or small business management. |
| SAGE ACCOUNTING 40 hours short course or evening/twilight course. August or January start. Kilmarnock, Saltcoats Award Scottish Qualifications Certificate | Some computer knowledge is desirable. | Customer Invoices, Suppliers Invoices, Payments & Receipts, Trial Balance and Final Accounts. | NQ, HNC or equivalent level programme. | Book keeper, finance officer, small business management. |
| SAGE SKILLS FOR BUSINESS 18 weeks short course or evening/twilight course. Flexible start. Kilmarnock, Saltcoats Award Scottish Qualifications Certificate and College Certificate | Some knowledge of payroll and computing is desirable. | Payroll, Invoicing, Payments & Receipts and Final Accounts. | NQ, HNC or equivalent level programme. | Book keeper, wages clerk or small business management. |

| SHORT COURSES | ENTRY OPTIONS | COURSE CONTENT | PROGRESS | CAREER PROSPECTS |
|---|---|--|---------------------------------------|--|
| SVQ MANAGEMENT LEVEL III, IV & V 9 months to 2 years. Flexible start. Work based Award Scottish Vocational Qualification | Candidates must be employed in relevant area. | Managing Activities, Managing Information, Managing People and Managing Resources. | Degree or equivalent level course. | Supervisory or middle management position. |
| SVQ SUPPLY CHAIN MANAGEMENT LEVEL III (Subject to approval) 9 months to 18 months. Flexible start. Work based Award Scottish Vocational Qualification | Candidates must be employed in relevant area. | Stock Control, Customer Service, Auditing Stock, Organisational Effectiveness, Stores Management and Distribution. | Level 4 qualification or equivalent. | Logistics manager, warehousing manager or customer services. |
| SVQ CUSTOMER SERVICES LEVEL II & III) 9 months to 18 months. Flexible start. Work based Award Scottish Vocational Qualification | Candidates must be employed in relevant area. | Customer Complaints, Benchmarking, Improving Customer Service and Dealing with Awkward Customers. | Level IV qualification or equivalent. | |

INSTITUTE OF LEADERSHIP AND MANAGEMENT (ILM) AWARDS

Institute of Leadership and Management (ILM) unites the NEBSM Management with the Institute of Supervision and Management (ISM) to form a new influential professional body. Kilmarnock College is an accredited centre for ILM and is approved to run the following awards and to develop flexible ILM accredited qualifications. Flexible delivery of course includes college attendance at **Kilmarnock College, Three Towns Centre for Enterprise (Saltcoats) and work based. Support to study online or through blended learning can also be provided for distance learning option.**

| | | | |
|---|--|--|-------------|
| ILM INTRODUCTORY CERTIFICATE IN TEAM LEADING Award ILM Introductory Certificate in Team Leading, ILM. On achievement, minimum grade affiliate membership (AInstLM). | Role of Team Leader and choice of 5 segments from certificate. | Certificate in Team Leading, Introductory Certificate in First Line Management, S/NVQ level 2 in Team Leading. | Management. |
| ILM INTRODUCTORY CERTIFICATE IN FIRST LINE MANAGEMENT Award ILM Introductory Certificate in First Line Management. On achievement, eligible to apply for ILM affiliate membership (AInstLM). | Problem Solving Skills, Planning Change, Using Information for Decisions and 7 segments from full certificate. | Certificate in First Line Management, S/NVQ level 3 in Management. | Management. |
| ILM INTRODUCTORY DIPLOMA IN MANAGEMENT Award ILM Introductory Diploma in Management. On achievement, eligible to apply for the minimum grade of affiliate membership (AMInstLM). | Management in Organisations, Planning for Efficiency, Managing Individuals, and 4 segments taken from Diploma modules. | Diploma in Management, S/NVQ level 4 or 5 in Management. | Management. |

| COURSES | ENTRY OPTIONS | COURSE CONTENT | PROGRESS | CAREER PROSPECTS |
|---|---|---|---|--|
| INSTITUTE OF LEADERSHIP AND MANAGEMENT (ILM) AWARDS | | | | |
| ILM CERTIFICATE IN TEAM LEADING Award ILM Certificate in Team Leading. On achievement minimum grade affiliate membership (AInstLM). | | Team Leading Skills, Leading People in Teams, Getting Work Done, Communicating with People. | Introductory Certificate in First Line Management, Certificate in First Line Management, SVQ in Management Level 3. | Management. |
| ILM CERTIFICATE IN FIRST LINE MANAGEMENT Award ILM Certificate in First Line Management. On achievement, eligible to apply for associate membership (AMInstLM). | | Managing Resources, Developing People, Understanding Organisations, People, Managing Activities. | Introductory Diploma in Management, Diploma in Management or S/NVQ in Management, level 3 or 4. | Management. |
| ILM DIPLOMA IN MANAGEMENT Award ILM Diploma. On achievement, eligible to apply for full membership (MInstLM). | | Management in Organisations, Planning to Meet Customer Requirements, Planning for Efficiency, Managing Budgets and CPD. | Executive Diploma or S/NVQ level 4 or 5 in Management. | Management. |
| PRACTICE RECEPTIONIST PROGRAMMES Short course. August or flexible starts to suit individual, Open Learning. Kilmarnock Award Certificate in General Practice Reception. | Candidates must be employed within a general medical practice. | Self-development, Business Side of General Practice, Medical Terminology, Customer Care, Bereavement and First Aid. | NC or HN or SVQ level courses. | Medical receptionist. |
| ACCOUNTING TECHNICIAN QUALIFICATION Full time, part time or day release. Flexible start to suit individual. Kilmarnock Award Certified Accounting Technician. | Designed to build your knowledge of accountancy, IT and management. | Maintaining Financial Records & Accounts, Cost Accounting, IT, Office Practice & Procedure and Managing Information. | Professional accounting qualifications and degree. | Accounting technician or trainee accountant. |

DISTANCE LEARNING COURSES AVAILABLE FROM THE LEARNING RESOURCE CENTRE

A range of subjects are available on a flexible learning basis. The Learning Resource Centre is open while evening classes run (Kilmarnock: Monday-Thursday; Irvine: Monday-Wednesday). This facility is open to all registered students on an appointment basis or for flexible learning.

Contact the Learning Resource Centre for further details: **Telephone: 01563 495032** or **e-mail: openlearning@kilmarnock.ac.uk**

Alternatively ask reception at Kilmarnock College or Saltcoats Campus for an Open Learning Prospectus. Please see page 52 for a selection of our online courses, available on an open or flexible basis. Please contact faculty or Jacqui Steele for further information and cost.



The games room

Kilmarnock College has recently invested in an innovative 'games room' which features nine modern games consoles for use by students studying units within the NQ Computing, NC Digital Media

Computing and HNC Computing.

The room was created to accompany units in games analysis, design and programming and allows the students to access cutting edge game design and technology (and at the same time, have a bit of fun!).

Computer games are a huge growth area and the games industry is estimated to generate more revenue than the film industry. Games today are not just about playing and having fun, they are increasingly being used for educational and training purposes. Current students have benefited greatly from the room and many are considering further study and a possible career in the industry.

Working in partnership with Diageo

Kilmarnock College and Diageo recently celebrated the success of over 100 trainees who participated in a specially tailored course covering the basic concepts of IT, describing hardware and software, keyboard skills using a word processing package, the Internet and computer security. The training provided by college lecturers included training Diageo staff at their convenience including day, night, twilight and weekend shifts.



The training was arranged by Julie Maxwell from Kilmarnock College and Brian Laurens, Training and Development Team Leader from Diageo. Commenting on the success of the course, Brian said "Diageo are committed to providing the best training for our employees. The IT and computing course run by Kilmarnock College was extremely well received by all those who participated on it and the flexibility shown by the lecturers in the timings of the sessions to fit in with our shift patterns is to be commended".

Bon Voyage

A group of 'adventurous' business and travel students recently enjoyed a week long study trip to Paris as part of their course at Kilmarnock



College. As well as enjoying a tour of Paris and a day in the Disneyland Resort, they attended a convention based in the resort where groups from various colleges learned about how Disney run their business including marketing, customer care, sales and human resources.

The students travelled by bus to Hull then ferry to Zebbrugge and bus again to Paris. Accompanying lecturer, Anne Granger, said, "This was a wonderful learning experience for students. For many it meant their first passport and first experience of visiting a different country. The trip helped students recognise opportunities and raised their aspirations".

Steering school pupil to computer licence



Former Grange Academy pupil, Michael Bone, was over the moon at completing his European Computer Driving Licence (ECDL) in record time with the help of Kilmarnock College.

Michael was keen to gain this additional industry recognised computing qualification and with the support of his teachers at Grange Academy he attended Kilmarnock College on Thursday afternoons to gain the award. Michael is now

attending Kilmarnock College full time on the HNC Computing course.

The ECDL certificate is a European wide, standard qualification to demonstrate competence in basic concepts of IT, using the computer and managing files, word processing, spreadsheets, presentations, data-bases Internet and e-mail.

Management student of the year

Kilmarnock College was delighted to announce one of its final year HND Business Administration students, John Harman, as the 2006 winner of the Kilmarnock College Management Student of the Year competition.

On winning the competition, John said "I have really enjoyed my business course at Kilmarnock College and to have all my hard work and studying recognised by winning this competition is a huge boost to my confidence".



CASE STUDIES

DIRECTORY OF ONLINE COURSES

Choose from the wide range of courses available, or gain qualifications in HNC Computing, HND Computing, ECDL and more.

End User Business Skills Development Includes:

Getting Started: How to Take a Course
Basics of Business Math Series
Business Management Series
Customer Service Series
Motivation Series/Negotiating Series
Project Management Series
Time Management Series

End User Desktop Computing Includes:

Access 2000 MOS Series
Access 2002 Series
Access 2003 Series
Computing Concepts Series
Crystal Reports 8 Series
Excel 2000 MOS Series
Excel 2000 MOS Expert Series
Excel 2002 Series
Excel 2003 Series
Exchange GroupWise 5.5 Series
Internet Explorer 6 Series
Internet/Internet Explorer Series
Internet/Netscape Series
Introduction to PCs Series
Lotus Notes 4.6 Series
Lotus Notes R5 Series
Lotus Notes 6.5 Series
Networking: Networking for End Users
Office 97 Series
Office 2000 Series
Office 2003 – What's New Series
Office XP Upgrade Series
Outlook 98 Series
Outlook 2002 Series
Outlook 2003 Series
Paint Shop Pro 5 Series
PowerPoint 2000 MOS Series
PowerPoint 2002 Series

PowerPoint 2003 Series
Project 98 Series
Project 2000 MOS Series
SAP R/3 Release 4.6 Series
Visio 2002 Series
Windows
Windows 98 Tips Series
Windows XP Upgrade Series
Word 2000 MOS Series
Word 2000 MOS Expert Series
Word 2002 Series
Word 2003

Technical General Includes:

CompTIA A+
C Series
Cisco Related Series
by MindLeaders: CCDA
Cisco Related Series
by MindLeaders: CCNA
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SAS Series
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UNIX Series
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Windows 2000 Basics: Server

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MS Exchange Server 4.0 Series
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MS Exchange Server 5.5 Series
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Visual Studio .NET Advanced Topics Series
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Windows 2000 Active Directory MCSE 70-217 Series
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Windows 2000 Network Design MCSE 70-221 Series
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Windows NT Server 4.0 Series
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Windows NT Workstation 4.0 Series
Windows Server 2003
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Windows Server 2003 Network Planning MCSE 70-293 Series
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CIW Security 1D0-470 Series
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Flash MX Action Script Series
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Internet Marketing Series
Java 1.1 Series
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Photoshop Series
Photoshop 7 Series
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