

Evening & Weekend

and Short Courses for...

ADULTS

A great range of short courses with start dates available throughout the year...



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Adobe | AutoCAD | Blogging with WordPress | Bookkeeping and Accounts | British Sign Language
CISCO Courses | CMI First Line Management | CompTIA Courses | Computer Programming
Creative Writing | Education and Training | Event Planning | Fitness Instructing
Interior Design | Japanese Language | Massage | Pattern Cutting
Photography | Poetry Writing | Radio Broadcasting | SAGE
Screen Printing | Search Engine Optimisation (SEO)
Social Media Marketing | Spanish Language
Website Design





The Adult Institute at South Essex College offers a wide range of short courses that will suit all tastes. From leisure and hobbies to accredited courses you have the opportunity to deepen your knowledge in a variety of subjects and even improve your job prospects.

Book a course

We are running a great range of short courses with start dates available throughout the year.

You can book and pay online!

Browse our courses on the South Essex College website:

www.southessex.ac.uk/shortcourses

If you have any questions:

Email: shortcourses@southessex.ac.uk

Tel: 0845 52 12345

Courses will only run if a minimum number of people are enrolled. If your chosen course does not run when scheduled due to lack of enrolments, we will add you to a waiting list and let you know as soon as the course is ready to start. More start dates will be added throughout the year. Check our website for the latest information: www.southessex.ac.uk/shortcourses

How to enrol

Visit: www.southessex.ac.uk/shortcourses

Search for the course you are interested in.

Select your start date, the number of people and press 'order now'.

You can pay for the course with your credit or debit card online.

Print your confirmation and bring it to the campus on the first day of the course.



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Adobe InDesign (Beginners)

Saturday - Three weeks

£69

You will learn how to set up and create documents for print, create, apply and edit master pages and style sheets, set up automatic page numbering, import text and images, and create various graphical elements.

Adobe Photoshop (Beginners)

Saturday - Three weeks

£69

Learn how to crop, scale, montage and use Adobe Photoshop tools and layers to apply effects and filters.

Adobe Photoshop (Developing Skills)

Saturday - Three weeks

£69

You will learn how to create masks using channels, explore a greater range of filters and tools and use actions to record a series of steps and play them back. In addition you will use image composition techniques to combine a selection of images to create a new one.

AutoCAD

Saturday - 10 weeks

£255

You will learn how to use industry standard AutoCAD software to assist you with your interior design, architecture or engineering computer aided design projects. You will begin by learning the basics of AutoCAD 2D design before progressing onto 3D options to further develop your projects and understanding.

Blogging with WordPress

Thursday - Four weeks

£69

You will learn how to create a blog using WordPress, target your audience and manage your content on a blogging platform. The course also focuses on the promotion of your blog and how to monitor its performance for long-term success.

Bookkeeping and Accounts

Accredited Level 1 Award

Thursday (Southend, part-time day)
Friday (Thurrock, part-time day)
Saturday (Southend, weekend)
- 12 weeks

£155

The aim of this qualification is to provide you with an introduction to bookkeeping practices and to process sources documents that underpin accurate record keeping.

To do this course you will need the ability to work at a Level 1 standard in English and maths. You will be assessed via a paper-based exam at the end of the course.

Bookkeeping and Accounts

Accredited Level 2 Award

Monday (Southend and Thurrock, part-time day)
Saturday (Southend, Weekend)
- 12 Weeks

£295

The aim of this qualification is to further develop the introductory bookkeeping practices and processes studied in the Level 1 Bookkeeping and Accounts course. This will enable you to adjust ledger accounts to take account of activities at the trial balance date which affect the production of an accurate trading, profit and loss account and balance sheet.

You need to have completed the Level 1 Bookkeeping and Accounts qualification or already possess sufficient bookkeeping experience to undertake a Level 2 qualification. An ability to work at a Level 2 standard of English and maths is also a requirement for this course. You will be assessed via a paper-based exam at the end of the course.

British Sign Language (Beginners)

Saturday - Eight weeks

£155

This course is suitable for complete beginners and those with limited knowledge who wish to develop their sign language skills for personal or professional use. This course covers the alphabet (finger spelling), numbers, greetings, colours, time, weather, family and clothing.

British Sign Language (Developing Skills)

Saturday - Eight weeks

£155

This course is suitable for anyone who has completed our British Sign Language (Beginners) course and would like to develop their skills and knowledge further. This course covers directions, in the home and garden, travel, shopping and spending, food and drink (eating out), health (visits to the doctor, hospital) and socialising.

CISCO IT Essentials

Accredited Level 2 Certificate

Monday - 12 weeks

£550

This course is for those who are working as or wish to work as computer support professionals. It is the international industry credential that validates that the candidate has the knowledge and skills needed to install, configure and troubleshoot computer hardware, operating systems, security and services. It covers installation, configuration, diagnosing, preventive maintenance and basic networking.

There are no formal entry requirements, however, you will need a basic knowledge of IT hardware and operating systems. On successful completion of this course the candidate will also be certified with the CompTIA A+ and can progress to further professional ICT qualifications from CompTIA and/or CISCO.

CISCO Certified Network Associate 1

Accredited Level 3 Certificate

Monday - 12 weeks

£550

This course is for those who wish to prepare themselves for a career in computer networking and work towards taking the CCNA industry-recognised certification exams. Network Fundamentals covers network protocol models and layering, IP addressing and masking, basic cabling and network design, and basic router, workstation and switch configuration.

You will ideally have a Level 2 ICT qualification before starting the course.

On completion of the course you can progress onto the CCNA2 and/or further professional ICT qualifications from CompTIA and/or CISCO.



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CISCO Certified Network Associate 2

Accredited Level 3 Certificate

Monday (part-time evening).
Class times are 6pm - 9.30pm
- 12 weeks
£550

This course is for those who wish to prepare themselves for a career in computer networking and work towards taking the CCNA industry recognised certification exams. Routing Protocols and Concepts covers configuration of router interfaces and routing protocols, classless IP addressing schemes and the use of Variable Length Subnet Masks (VLSM).

Before starting the course you will need to have achieved the CISCO Certified Network Associate 1 (Exploration) qualification.

On completion of the course you can progress onto the CISCO Certified Network Associate 3 (Exploration), and/or further professional ICT qualifications from CompTIA or CISCO.

CISCO Certified Network Associate 3

Accredited Level 3 Certificate

Monday - 12 weeks
£550

This course is for those who wish to prepare themselves for a career in computer networking and work towards taking the CCNA industry-recognised certification exams. Accessing the WAN covers voice over IP, DHCP and DNS; access control lists and network security; and WAN technology and protocols.

Before starting the course you will need to have achieved the CCNA 2 Exploration.

On completion of the course you can progress onto the CISCO Certified Network Associate 4 (Exploration), and/or further professional ICT qualifications from CompTIA or CISCO.

CMI First Line Management

Accredited Level 3 Award

Please call for details 0845 52 12345
- Seven weeks
£350

This introductory course is a standalone qualification which can lead to the Certificate in First Line Management. The course is designed for supervisors and first line managers who oversee a defined area of responsibility. Specifically, this qualification gives junior managers the communication and motivational skills to help improve team efficiency.

This is a taught programme delivered on a workshop basis. Your work will be predominantly assessed via written assignments.

After successfully completing the course you can progress onto the Level 3 Certificate in First Line Management or the Level 3 Diploma in First Line Management.

CompTIA Network+

Accredited Level 3 Certificate

Monday - 12 weeks
£550

This course is intended for new or prospective network support technicians wishing to qualify with CompTia Network+, or for experienced technicians who require an industry credential that validates their skills and knowledge. It covers the fundamental principles of installing and supporting networks, including: describing the features of LANs, WANs and wireless Networks, understanding TCP/IP, identifying security threats, installing and configure network cabling and managing, monitoring and troubleshooting networks.

There are no formal entry requirements but you should have mid-level knowledge of computer hardware and software (e.g. CompTIA A+ certificate or equivalent).

After successfully completing the course you can progress onto further professional ICT qualifications from CompTIA or CISCO.

CompTIA Security+

Accredited Level 3 Certificate

Monday - 12 weeks
£550

This course is intended new or prospective network support technicians wishing to qualify with CompTia Security+, or for experienced technicians who require an industry credential that validates their skills and knowledge. It covers; Network security; Compliance and operational security; Threats and vulnerabilities; Application, data and host security; Access control and identity management; Cryptography.

Before starting the course you will need CompTIA Network+ certification and two years of technical networking experience, with an emphasis on security.

After successfully completing the course you can progress onto further professional ICT qualifications from CompTIA or CISCO.

CompTIA Server+

Accredited Level 3 Certificate

Monday - 12 weeks
£550

This course is intended for new or prospective network support technicians wishing to qualify with CompTia Server+, or for experienced technicians who require an industry credential that validates their skills and knowledge. It covers system hardware, software, storage, IT environment, disaster recovery and troubleshooting. Candidate job roles include network administrator, network engineer, systems engineer, security analyst, web site administrator. Companies such as Dell, HP, IBM, Intel, Lenovo and Xerox recommend or require CompTIA Server+ for their server technicians.

Before starting this course you will need CompTIA A+ certification, as well as 18 to 24 months' experience in server technology in a role such as a network administrator, network engineer, systems engineer, security analyst or website administrator.

After successfully completing the course you can progress onto further professional ICT qualifications from CompTIA or CISCO.



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Computer Programming (C++, VB, T&D)

Saturday - 10 weeks
£205

C++ is a very popular programming language for application development on Unix systems and PCs and the course will support you in your understanding of this language. You will also learn the basics of Visual Basic, Microsoft's proprietary programming language, and T&D.

Creative Writing

Saturday - Five weeks
£98

Whether you are planning to write your first novel, improve existing work or create short stories this course will provide you with an opportunity to explore a range of creative writing topics to assist you in this process.

CYQ in Fitness Instructing – Gym-Based Exercise

Accredited Level 2 Award

Thursday - 15 weeks
£600

This course provides an industry-relevant qualification for those who want to work in the fitness industry and covers: health, safety and professionalism, exercise and fitness, knowledge and practical assessment of gym instructing.

There are no formal entry requirements, however you will need to be at least 19 years of age. There are a number of assessments throughout the course. Health, Safety and Professionalism is assessed through a completed internally assessed worksheet. There is an external examination for principles of Exercise & Health and principles of Anatomy and Physiology (two multiple choice question papers). You will also have to carry out a 1 ½ hour practical examination of a pre-constructed gym session with a chosen client.

After successfully completing this course you could undertake other industry relevant qualifications, apply for the Register of Exercise Professionals (REP's) Level 2, or seek employment as a fitness instructor.

Education and Training

Accredited Level 3 Award

Monday - 10 weeks (part-time day)
£370

This introductory course is suitable for the 19+ age group who are interested in starting a career in teaching and training. The course covers elementary principles of teaching and learning as well as practical elements of teaching such as planning learning programmes, designing materials, managing the learning environment and micro-teaching.

To do this course you need to be 19 or over, considering a subject for delivery and have achieved/be aiming to achieve a qualification and experience for that subject/skill at the appropriate level. You will also need to have the literacy levels suitable to read and interpret written tasks, and be able to write clearly and coherently. Assessment is based on written tasks that link theory to practice and practical work based on planning, presenting and evaluating a micro-teaching.

This Award can be used as part of the evidence for enrolling on a programme for a full teaching qualification.

Event Planning

Thursday - Six weeks
£98

Whether you are responsible for managing corporate events or are planning a personal event such as a wedding this course will meet your development needs. You will be guided through the process of event planning covering initial planning, promotion and marketing, delivery of your event and evaluation following completion.

Interior Design (Beginners)

Thursday - Five weeks
£81

You will learn drafting, space layout, professional practice and the use of interior design materials and construction methods. If you are passionate about making creative and innovative design changes to improve your home, or if you are considering a career in interior design, this is the course for you.

Interior Design (Developing Skills)

Thursday - Five weeks
£81

Using a range of practical skills you will create an on-trend interior design mood board which will reflect your expertise in the use of colour, texture and space planning.

Japanese (Beginners 1)

Thursday - Ten weeks
£205

This course covers introductory Japanese speaking and listening skills along with the practical use of language in a variety of everyday situations. You will learn basic Japanese characters, pronunciation and writing, sentence structuring, verbs and adjectives.

Japanese (Beginners 2)

Saturday - Ten weeks
£205

This course provides progression for students who have previously completed the Japanese Beginners 1 course. The course further explore Japanese speaking and listening skills enhancing understanding of Japanese characters, pronunciation, writing and conversation.

Massage (Holistic)

Saturday - Three weeks
£69

You will learn the practical elements of conducting a client consultation, performing the techniques of effleurage, petrissage, frictions and percussions, along with exploring the history of massage and the effects and benefits of different massage techniques.

Massage (Swedish)

Saturday - Three weeks
£69

You will learn how to refine and adapt different massage techniques and apply them effectively to new anatomical areas. The course will predominantly cover massage of the hands and feet, arms and legs and front of the body.

Massage (Indian Head)

Saturday - Three weeks
£69

This course will teach you the history and principles of Indian head massage. You will learn about the effects and benefits of Indian head massage and the practical application of various techniques.

Massage (Traditional Thai)

Saturday - Three weeks
£69

What is known in the West as Thai massage is not massage at all, but rather an ancient energy-based healing system that combines acupressure, reflexology and assisted yoga postures.



Massage (Thai Foot/Reflexology)

Saturday - Three weeks
£69

Learn the skills and techniques required to perform Thai foot massage. You will learn how to work with a special wooden foot stick in order to apply pressure to specific reflex points on the feet.

Massage (Head, Neck, Back & Shoulders)

Saturday - Three weeks
£69

Based on traditional Thai massage techniques this treatment uses different pressures and movements resulting in a feeling of physical and mental well-being.

Massage (Aromatherapy)

Saturday - Three weeks
£69

Aromatherapy is a holistic therapy which promotes a physical, mental and emotional sense of harmony. It is one of the most popular and accessible form of natural medicine. This relaxing massage uses essences from plants to help balance the whole body. In addition to the theoretical and practical skills, the course will cover essential oils for your particular astrological influences, birth signs, and the use of essential oils for every day.

Pattern Cutting

Thursday - Three weeks
£69

You will learn how to take correct measurements and adapt patterns as well as how to construct basic body blocks. By the end of the course you will have designed or adapted your own pattern enabling you to construct a truly unique item of clothing.

Photography (Beginners)

Saturday - Three weeks
or Thursday - Four weeks
£69

This course is ideal for anyone who has a passion for photography and wishes to develop their understanding and skills. Covering exposure, exposure composition, white balance and much more, you will learn how to get the most out of your camera, refine your skills and produce outstanding photography.

Photography (Developing Skills)

Saturday - Three weeks
or Thursday - Four weeks
£69

This course is suitable for anyone who has completed the Photography (Beginners) course or already has a good understanding of photography techniques. You will have the opportunity to develop your knowledge and understanding of different photography concepts and explore new techniques that will further improve your skills.

Photography (Outdoor)

Saturday - Three weeks
£69

This course is suitable for anyone who has completed the Photography (Beginners) course or already has a good understanding of photography techniques. You will have the opportunity to build on your existing knowledge and refine your practical skills to incorporate outdoor photography methods.

Photography (Studio)

Saturday - Three weeks
£69

The Studio Photography course provides an introduction to photography in a studio-based setting giving you access to the College's professional studio and lighting equipment. The course covers photography for both portrait and still life subjects.

Photography (Night Time)

Thursday - Four weeks
£69

This is a practical night time/long exposure course taking place in and around South Essex College in Southend. You will be given professional tuition and advice as you create your own night photographs.

Photography (Digital Black and White)

Saturday - Three weeks
£69

This course is ideal to learn the best camera settings for producing effective black and white images through practical sessions. The course will also explore the optimisation of these images using computer software, such as Adobe Photoshop. Preparing the images for final presentation, both on screen and as traditional prints will also be covered.

Poetry Writing

Saturday - Three weeks
£69

Whether you are new to poetry or wish to develop your existing skills this course will allow you to explore some of the fundamental elements, processes and structures required for writing poetry.

Radio Broadcasting 1

Saturday - Three weeks
£69

Go behind the microphone and find out how a radio station works and how radio shows are put together. Our experienced tutor will reveal some studio secrets, offer insights on how to get a job at a radio station, and let you get hands-on with the equipment in our fully-equipped broadcast studio.

Radio Broadcasting 2

Saturday - Three weeks
£69

You will explore the skills that are needed to become a radio presenter such as link creation, scriptwriting, interview techniques and common used studio techniques. The course offers the ability to get hands-on with studio equipment and look more at the skills needed to work in today's studio environment.

SAGE Computerised Accounts

Accredited Level 1 Award

Wednesday (Thurrock, part-time evening)
Thursday (Southend, part-time day)
Saturday (Southend, weekend)
- 10 weeks
£155

The aim of the qualification is to enable you to operate computerised accounts software to carry out routine accounting tasks. These will include being able to create accounts, processing accounting information in respect of the sales and purchase ledger, understanding how to use batch control sheets and being able to produce accounting reports such as trial balance, customer activity reports and supplier details reports.

You are expected to have basic computer skills and the ability to work to a Level 1 standard in maths and English. You will be assessed via a computerised exam at the end of the course.

On completion of the course you can progress onto the Sage Computerised Accounts - Level 2 and Bookkeeping & Accounts - Level 1.



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SAGE Computerised Accounts

Accredited Level 2 Award

Monday (Southend and Thurrock, part-time day)

Saturday (Southend, weekend)
- 12 weeks

£295

The aim of the qualification is to enable you to carry out everyday operational aspects of computerised accounts. These include processing accounting transactions, producing customer and supplier documentation and producing reports such as aged creditor analysis and sales day book summaries for management purposes.

You are expected to have successfully completed Level 1 SAGE Computerised Accounts. You are also expected to have basic computer skills and the ability to work to a Level 1 standard in maths and English. You will be assessed via a computerised exam at the end of the course.

On completion of the course you can progress onto the AAT Certificate in Accounting Level 2.

Screen Printing

Saturday - Three weeks
£69

This introductory course in screen printing will teach you the basic skills and techniques that are required to create your own original prints. You will learn how to design and cut stencils, work with different colours and shapes and overlay multiple prints to gain varied effects.

Search Engine Optimisation (SEO)

Thursday - Four weeks
£69

The key to your website's success is making sure that your customers can find you when using a search engine. Learn the techniques and strategies that can be used to improve the performance of your website.

Search Engine Optimisation (Advanced)

Saturday - Three weeks
or Thursday - Four weeks
£69

This course covers the advanced level of Search Engine Optimisation. You will also learn new strategies and tactics, both on and off page, and raise the bar against competitor web pages.

Social Media Marketing

Saturday - Four weeks
or Thursday - Five weeks
£99

This course offers an overview of current social media trends, the different types of services available, and the ways that today's online services could be used to enhance your career, business, or your leisure activities. The course helps those new to the subject to build and nurture an online presence, and for those already promoting via social media, valuable information on the tools and techniques available to communicate effectively online.

Spanish Beginners 1

Saturday - Eight weeks
or Thursday - 10 weeks
£155

This beginner course in Spanish is ideal for anyone wishing to fulfil their passion for learning a new language. Whether Spanish is required for employment, you are relocating to live in a Spanish speaking country or you are simply planning a holiday and want to improve your vocabulary, this course will meet your personal needs.

Spanish Beginners 2

Saturday - Eight weeks
or Thursday - 10 weeks
£155

As well as providing direct progression for anyone who has completed Spanish Beginners 1, this course is also suitable for anyone who already has a good basic understanding of Spanish. You will have the opportunity to enhance your knowledge in previously studied topics along with exploring new topics and scenarios.

Website Design 1

Saturday - Five weeks
or Thursday - Six weeks
£105

This is a beginner course which provides a comprehensive introduction to website design covering HTML, formatting text and graphics, hyperlinks, website templates, domain name selection and website hosting.

Website Design 2

Saturday - Five weeks
or Thursday - Six weeks
£105

Develop your website design skills by learning CSS and Adobe Dreamweaver. You will learn about modern optimisation techniques and how to create and manage different webpages.

Website Design 3

Saturday - Five weeks
or Thursday - Six weeks
£105

Learn advanced website design techniques to add advanced features to your webpages and apply mobile responsive elements for improved formatting on smart phones and tablets.



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