

NELSON AND COLNE  
COLLEGE

Business Centre

EMPLOYER SERVICES  
**INFORMATION TECHNOLOGY**

A LONG-STANDING TRADITION OF EXCELLENCE



# Training solutions for Information Technology

Companies large and small, from multi-million pound conglomerates, to small independent businesses, all rely heavily on the use of IT and therefore, qualifications in IT are highly valued. These courses will help your employees become proficient and effective IT users, boosting your company's potential.

All our trainers and assessors have extensive IT knowledge and keep fully up to date with industry developments to ensure that the training they deliver is of the highest quality, and reflective of the ever-improving technological world.

All our training can be arranged at a time and place to suit your business needs and is tailor-made to your own business. You can be sure that IT courses delivered by Nelson and Colne College Business Centre will help your staff move forward with technology. We offer a wide range of high quality training solutions and qualifications aimed at improving the performance of your business.

## Apprenticeships and Advanced Apprenticeships

ITQ for Computer Use	Team Leading
Business and Administration	Leadership and Management
Customer Service	

## NVQs

IT	Accountancy
Business Improvement Techniques	Team Leading
Business Administration	Management
Customer Service	

## Leadership and Management Qualifications

ILM Team Leading Levels 1 & 2  
ILM Management Levels 3 & 5

## Short Courses

Microsoft IT workshops or 1-to-1 training:

- Access
- PowerPoint
- Excel
- Outlook

First Aid at Work	Manual Handling
Health and Safety at Work	Risk Assessment

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