



Suffolk  
New  
College

[www.suffolkbdu.com](http://www.suffolkbdu.com)

Suffolk New College  
Business Development Unit  
IPSWICH IP4 1BR

Should you require this  
information in a different  
format, for example in a  
larger font or electronically,  
please contact the Business  
Development Unit on  
01473 343626



Suffolk  
New  
College

Contact details for  
further information  
or booking

Business  
Development  
Unit

**01473 343626**

Email  
[bdusuffolk@suffolk.ac.uk](mailto:bdusuffolk@suffolk.ac.uk)

BUSINESS REPLY SERVICE  
Licence No IH579

2

Business Development Unit  
Suffolk New College  
IPSWICH  
IP4 1BR



IT Training, Business Skills and Health & Safety Programmes  
At the Hadleigh Business & Learning Centre, HADLEIGH IP7 6RH



## Suffolk New College for growing businesses and people

Suffolk New College is expanding its programme by introducing specifically targeted day courses delivered at the Hadleigh Business & Learning Centre. Whether it's for your personal benefit, or that of your company, this special range of one day courses will help you gain the skills you need.

### Business Specialised Training

We recognise the need to offer training which complies with industry specific standards and legal requirements, also provides skills to develop people.

### Learning Experience

Our team is responsive to individual needs and provides excellent support and feedback. Courses take place in a business environment giving the opportunity to network whilst learning.

### Experienced and Highly Motivated Team

Our team is experienced and qualified in the industry in which they specialise. They provide professional information, advice and guidance.

### Bespoke Training

Suffolk New College is keen to strengthen its links with employers, if what you are looking for is not here then please contact us.

### Course Details:

One day courses ranging from beginners to advance levels of IT, Business Skills and Health & Safety are available on a rolling three monthly programme.

The courses will run from 9.15 – 4.45, lunch included at the Hadleigh Business & Learning Centre, Crockatt Road, Lady Lane Ind Est, HADLEIGH IP7 6RH, car parking available.

## Course details

Beginners Word	£60*	12/02/08
Beginners Excel	£60*	19/02/08
Beginners Access	£60*	26/02/08
Intermediate Word	£60*	11/03/08
Intermediate Excel	£60*	18/03/08
Intermediate Access	£60*	25/03/08
Email & File Management	£60*	01/04/08
Advanced Word	£60*	15/04/08
Advanced Excel	£60*	22/04/08
Advanced Access	£60*	29/04/08
Beginners Dream Weaver	£60*	02/04/08
Presentation Skills	£60*	27/03/08
Level 2 Award in Food Safety in Catering	£150	27/02/08
	£150	26/03/08
	£150	30/04/08
Emergency Aid Certificate for the Appointed Person	£100	20/02/08
	£100	19/03/08
	£100	16/04/08

\*Special introductory price.

To book, please contact us by email, phone or complete the pre paid slip below. Once your details have been received we will send out an enrolment form and confirmation that your place has been booked subject to payment.



## Pre Paid Reply Card



Name: \_\_\_\_\_

Course: \_\_\_\_\_ Date: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_



[www.suffolkbdu.com](http://www.suffolkbdu.com)



*“As well as learning...  
The day was excellent,  
informative, enjoyable  
and professional”*