Part-time evening and weekend courses 2013/14
Educating in London since 1894

cityshortcourses.com
Learning at City University London
Ideally positioned between the City and the West End, City University London provides first-rate open-access evening and weekend education programmes.

We offer a wide variety of short courses, and training and development programmes, delivered by expert practitioners and informed by our own ongoing research.

Our courses cater for individual learners as well as employers seeking staff development opportunities. For employers, we offer both open-access courses and advanced tailor-made programmes designed to meet specific organisational needs. Please contact us on shortcourses@city.ac.uk if you would like to discuss this further.

You can choose from over a hundred courses in subjects across the arts, business, computing, creative industries, foreign languages, law, translation and writing.

Many subjects are taught at more than one level, from introductory to advanced, allowing you to continue your progress over a period of several terms.

Most courses consist of ten 2-hour classes held once a week. Some courses include weekend visits or take place entirely at weekends. There is no half term for short courses. In the Summer Term (Term 3), where course dates fall on a Bank Holiday, alternative arrangements are made.

For more information about the courses in this brochure, including reading lists, learning outcomes and tutor biographies, visit www.cityshortcourses.com.

This prospectus is intended to give you a sample of the short courses we offer. We also provide a selection of continuing professional development programmes for lawyers, translators and health care practitioners. For corporate clients we can offer our bespoke Cass Executive Education programme, tailored to your organisation’s needs and objectives: www.city.ac.uk/cpd.

We offer:

- A long-standing commitment to academic excellence and a focus on business and the professions;
- A fantastic central London location, close to mainline and Underground train stations;
- An excellent range of courses that are flexible, targeted and competitively priced;
- Courses that offer cutting-edge skills and knowledge;
- Classes held in the evenings and at the weekends to fit in with your busy lives;
- The opportunity to learn alongside a diverse and highly motivated peer group.
Term dates 2013/14
Term 1 (Autumn term):
30th September 2013 to 6th December 2013
Term 2 (Spring term):
27th January 2014 to 4th April 2014
Term 3 (Summer term):
28th April 2014 to 14th July 2014
Please note that some professional development course dates may differ.

Location
Classes are held at the main University campus at Northampton Square unless otherwise specified. Please see page 82 for maps and travel information.

Fees
The fees for each course are specified in the course details. Fees are payable in full in advance.

Enrolment
Enrolment is via the website www.cityshortcourses.com.
We take all course bookings on a first-come, first-served basis and once a course is full it will be closed and applicants advised of the next available course. The most popular courses get filled extremely quickly, so to avoid disappointment book as early as you can and ideally no later than 10 working days before the start of the course.

Course details
Course information is correct at the time of printing. Courses are subject to change.

Contacting the programme team
Each subject area is managed by an experienced co-ordinator who has detailed knowledge of all the courses and their requirements. To contact a co-ordinator, please email shortcourses@city.ac.uk. Please include the title of the course in your enquiry.

After enrolment
We will send you an email confirming your place on the course, a receipt for payment and a link to the student handbook when we receive your enrolment form and payment. In busy periods just before the start of the term this may take up to 10 working days.

- Please bring a printout of your confirmation email to the first class;
- If you haven’t received it due to late enrolment or for any other reason, please telephone us before the first class to confirm that a place had been reserved for you;
- All room numbers will be listed at the St John Street and Northampton Square entrances on the first evening of the term. Please go to your classroom, where your tutor will issue you with a student card. You should keep this with you at all times when on University premises.

Further information
Please visit www.cityshortcourses.com for updates and more information. New courses introduced during the year will be posted on the website. To find out more about the University, our Schools and Departments, events open to the general public and the facilities available to students, visit the University website www.city.ac.uk.
Terms and Conditions
Accuracy

Course information is correct at the time of printing. The University reserves the right to make changes to regulations, syllabi, fees, etc. without prior notice. The online course index on www.cityshortcourses.com is updated regularly and contains the most accurate and up-to-date information about the courses.

Cancellation by the University

City University London reserves the right to cancel a course at short notice if, for example, there are insufficient student numbers. If this occurs, we will refund your course fee in full.

Cancellation by you

Refunds will be given, minus a £25 administrative charge, if we receive your written notification no later than 14 days before the start of term. No refunds will be given with less than 14 days’ written notice.

Changing the date of an individual class

It may be necessary, on occasion, to change the date of a particular class at short notice, for example, if a tutor is ill. If this occurs we will contact you on the telephone number you provided on your enrolment form. Hours will be made up, wherever possible, at a time and date mutually convenient for the class and the tutor.

Security

Students are issued with a student card on the first meeting of the course. This should be on your person at all times when on University premises. Access to the University may be denied if you do not have your card.

Personal data

The University is registered under current UK Data Protection Law. It holds data in electronic and paper form on students’ personal details, academic and administrative history, on any relevant financial transactions and on their use of University facilities. This information is necessary for us to administer student studies with the University – for example, for the production of management information statistics. In addition, the University is required by law to collect information on every student and provide it to certain external agencies.

Students and other users of the University services have the right to access their own personal data that is held by the University in electronic format and/or manual records (subject to the provisions of the Act governing transitional relief), forming part of a “relevant filing system”. Any individual who wishes to exercise this right should apply using a subject access request form. A fee of £10 is required and the University has a period of 40 days in which to provide the required information.

Declaration

By applying to enrol on City University London’s course you agree to abide by the rules and regulations of the University, including the refund policy. You agree to the University processing your personal data contained in the enrolment form, or any other data, which the University may obtain from you or other people while you are a student, for purposes connected with your studies, your health and safety or for any other legitimate reasons.
Business and Law

City University London business and law short courses attract both individual learners and managers who wish to develop core skills and competencies of their staff. Our courses cover a wide spectrum of disciplines from communication and presentation skills to risk management and international finance. Some of our 10-week programmes in strategy, planning, marketing and financial management will be of particular interest to business start-ups and small and medium-sized enterprises (SMEs). The courses are tailored to meet the needs of this particular sector to help small business owner-managers access essential knowledge to accelerate the growth of their enterprises.
Marketing

Digital Marketing: An Introduction

Course code: CS1794
Course fee: £385
Start dates:
Monday 30th September 2013
or Tuesday 1st October 2013
Monday 27th January 2014 or
Tuesday 28th January 2014
Monday 28th April 2014 or
Tuesday 29th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks
This entry-level course gives an overview of Digital Marketing, including planning a website, website promotion, email and Search Engine Optimisation (SEO) campaigns, e-commerce and integrating digital marketing with traditional marketing. It provides a practical framework to develop customised digital marketing programmes and is designed for marketers, managers and individuals who want to take advantage of new marketing techniques. The use of modern technologies to integrate marketing will be discussed, with the opportunity in the final week to work in groups to present a fictional digital marketing concept.

Digital Marketing: Advanced

Course code: CS2768
Course fee: £385
Start dates:
Wednesday 2nd October 2013
Wednesday 29th January 2014
Wednesday 30th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks
This advanced course offers a practical approach to digital marketing. It covers a range of subjects including marketing issues in website development, use of analytics, social media, blogs, newsletters and other message feeds, and affiliate marketing. The course will conclude with a group presentation of a consolidated digital marketing campaign in the final week.

Marketing: An Introduction

Course code: CS1796
Course fee: £385
Start dates:
Monday 30th September 2013
Monday 27th January 2014
Monday 28th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks
Whether it is a product or a service, an idea or yourself, clever marketing is what will set you apart from the competition. This course provides a comprehensive introduction to marketing and its main principles. By blending lectures, discussion and group work the course explores how individuals and organisations can gain a competitive advantage by applying the tools and techniques of marketing and by adopting a customer-focused orientation.

“The course is interesting, the price is good and it fits very well into a work schedule, as classes are on one day a week. Very good tutor; helpful and passionate about the subject.”

Alba Colomer Serra

“[The course] gives a great introduction to digital marketing! I’m keen to learn more now I understand the basics.”
### Marketing: Advanced

**Course code:** CS2769  
**Course fee:** £385  
**Start dates:**  
- Tuesday 1st October 2013  
- Tuesday 28th January 2014  
- Tuesday 29th April 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  

Aimed at those familiar with marketing concepts, this course looks closely at advertising, PR, finance for marketing and product management, as well as competitive marketing strategies. It also covers the basic principles of market research methods and practices, marketing communications processes, and planning and financial models associated with marketing. Students will prepare a market research brief and communications plan, profitably manage a product in a classroom exercise and construct a number of financial models.

“It covers a wide range of subject-matter and is good value for money.”

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### Market Research with SPSS

**Course code:** CS1764  
**Course fee:** £385  
**Start dates:**  
- Monday 30th September 2013  
- Monday 27th January 2014  
- Monday 28th April 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  

The aim of this course is to enable students to develop market research skills through an iterative process of guided teaching and learning, including discussions, case studies, exercises and skills development activities. The programme is learner-centred and students’ personal contributions are a critical factor in influencing the successful achievement of the learning outcomes.

“It is a very good brief introduction to market research practice. This will help you decided if you want to continue further study or pursue a career in this field.”

Obi Santos-Oputa
Enterprise and Small Business Management

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<tr>
<th>Practical Finance Management for the Small Business</th>
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<td><strong>Course code:</strong> CS1798</td>
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<td><strong>Course fee:</strong> £385</td>
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<td><strong>Start dates:</strong></td>
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<td><strong>Class time:</strong> 18.30 – 20.30</td>
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<td><strong>Duration:</strong> 10 weeks</td>
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<td>This course will teach the basics of financial management for the small business and look at the essential elements of finance, including preparing a cash flow forecast, bookkeeping, understanding accounting procedures, preparing VAT returns, company legal structures and taxation. The course will examine how these techniques should be integrated into all aspects of running a small business.</td>
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<th>Starting Up in Business</th>
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<td><strong>Course code:</strong> CS1799</td>
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<td><strong>Course fee:</strong> £385</td>
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<td><strong>Start dates:</strong></td>
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<td><strong>Class time:</strong> 18.30 – 20.30</td>
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<td><strong>Duration:</strong> 10 weeks</td>
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<td>This is a practical course aimed at those embarking on a new business venture or those who would simply like to know what is involved in starting a new enterprise. The course highlights the key issues to be considered, from marketing and sales to finance and legal requirements. Topics will include the psychology behind starting up your own business, processes involved, business formats, market research and the importance of cash flow.</td>
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<th>Strategic Planning for Small Business</th>
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<td><strong>Course code:</strong> CS1771</td>
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<td><strong>Course fee:</strong> £385</td>
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<td><strong>Start dates:</strong></td>
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<td>Wednesday 29th January 2014</td>
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<tr>
<td><strong>Class time:</strong> 18.30 – 20.30</td>
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<tr>
<td><strong>Duration:</strong> 10 weeks</td>
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<td>This course will focus on skills and techniques necessary to overcome the most common reasons for small business failure: inadequate resources, bad financial planning and an unclear vision of long-term goals. Students will learn how to implement effective strategies to make their business succeed and grow through better planning, including marketing strategies on a limited budget, online and off-line approaches to marketing promotion, making the most of customer data and business development through relationship marketing.</td>
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**Bank Financial Management**

**Course code:** CS1948  
**Course fee:** £385  
**Start dates:**  
Monday 30th September 2013  
Monday 27th January 2014  
Monday 28th April 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  

This course focuses on the significance of banks in an economy, their purpose and their management. It considers banks in relation to other financial institutions and financial markets, domestically and internationally. The course includes discussion on banks’ off balance sheet activities, asset securitisation and the use of derivatives for risk management. It also considers the financial development of economies from a barter system to the current complex international system based on money, and analyses the cause and solution to the current global financial crisis.

“Good, structured course which allows you to understand the basic financial terms.”  
Maryana Khairova

**Finance for the Non-Financial Manager**

**Course code:** CS1762  
**Course fee:** £385  
**Start dates:**  
Thursday 3rd October 2013  
Thursday 30th January 2014  
Thursday 1st May 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  

This course is aimed at managers from disciplines other than finance who wish to understand financial management principles and concepts and how they are put to use in businesses of all sizes. The course will explain the basics of finance, provide good understanding of the basic financial statements and then look at the applications of sales, pricing, costing, interest and borrowings, taxation, investment, performance measurements, risk mitigation and hedge fund operations. Emphasis is placed on getting students to use the skills learnt in class in their work.

“It is great to give you a good general understanding of financial language and basic business principles. It’s a great springboard for other courses. It will allow you to see if you have an interest in these principles. Tutor gave a huge amount of examples to add context and aid understanding.”  
Gemma Hopkins

**International Finance**

**Course code:** CS1996  
**Course fee:** £385  
**Start dates:**  
Wednesday 2nd October 2013  
Wednesday 29th January 2014  
Wednesday 30th April 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  

This course provides a practical and comprehensive introduction to the management of the financing activities of a modern international company. Course content includes the treasury function, managing bank relationships, dealing in the international capital and money markets, managing currency and interest rate risks, and using various financial instruments, including derivatives. The course examines the interaction of a multinational company with the international financial markets, how it raises finance from sources in addition to banks, the financial risks it faces and how it manages them. The course also studies the application of time value of money to value investments and instruments, and considers the causes and characteristics of the global financial crisis.

“In my opinion, this course is worthwhile. I understand more about risks, derivatives and how companies hedge their risks.”  
Gemma Hopkins
Introduction to the City and Financial Services

Course code: CS1788
Course fee: £385
Start dates:
Tuesday 1st October 2013
Tuesday 28th January 2014
Tuesday 29th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

London is one of the three main global financial centres, providing fantastic career opportunities. This course introduces the main institutions and roles operating in the City – banks, financial exchanges, insurance companies, investment managers and regulators – as well as the products and jargon they employ. Students also learn about the skills and knowledge needed to thrive in this challenging environment.

Risk Management in Banking and Finance

Course code: CS1957
Course fee: £385
Start dates:
Monday 30th September 2013
Monday 27th January 2014
Monday 28th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

This course discusses the fundamental aspects of global financial liberalisation and repression, and debates the central issues and ideas in globalisation. Crisis economics, comprising financial, economic and currency crises, are considered in the context of managing risk.

“Good grounding in a complex subject for a very reasonable price. Competent tutor who was friendly and interesting.”
Essential Business Skills

Building Communication Skills

Course code: CS1787
Course fee: £385
Start dates:
Wednesday 2nd October 2013
Wednesday 29th January 2014
Wednesday 30th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

Getting your ideas across successfully requires an understanding of communication styles and behavioural flexibility. This course will enable you to extend your communication skills by noticing and responding to the non-verbal, unconscious communication of others. You will learn a range of tools and techniques to enhance your communication abilities in a range of situations.

“It is flexible, leads into other areas of study or work and is genuinely fun and interesting.”
William Watson

Coaching for Business

Course code: CS1789
Course fee: £385
Start dates:
Wednesday 2nd October 2013
Wednesday 29th January 2014
Wednesday 30th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

By building up coaching skills that can be used in both personal development and managing others, students can achieve higher motivation, improve results, promote growth and save time. This course covers the foundations for becoming an effective coach, including building relationships and structuring a coaching session, and explores key skills used in coaching.

“It is flexible, leads into other areas of study or work and is genuinely fun and interesting.”
William Watson

Advanced Coaching Skills

Course code: CS2767
Course fee: £385
Start dates:
Wednesday 2nd October 2013
Wednesday 29th January 2014
Wednesday 30th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

This course offers an opportunity to develop and refine students’ coaching styles and techniques. It covers advanced coaching interventions, ethics, the establishment of coaching programmes and means of identifying and working with individual differences. Consideration is also given to individual learning styles and the “learning cycle”, and the ways in which psychometric and diagnostic tools facilitate learning within the coaching process. The course provides an opportunity to practice students’ newly-acquired skills and techniques with constructive feedback from peers and the tutor.

Note: If you are interested in this course, please contact us before booking your place on shortcourses@city.ac.uk to confirm your level.

“I think courses are as good as the tutors; Mackenzie Cerri has fantastic energy and experience.”
Greg Keen
Human Resource Management: An Introduction

**Course code:** CS1797  
**Course fee:** £385

**Start dates:**  
Wednesday 2nd October 2013  
or Thursday 3rd October 2013  
Wednesday 29th January 2014  
or Thursday 30th January 2014  
Wednesday 30th April 2014 or Thursday 1st May 2014

**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks

This is an entry-level course for those interested in a career in Human Resource Management and those whose work brings them into contact with human resource matters. The hands-on, practical approach provides the key tools to make the most of the opportunities and minimise the limitations. Topics include the role of human resources in organisations; recruitment and interviewing techniques; human and industrial relations; training and development; as well as remuneration and administration.

“Very informative course with a lot of theoretical input, yet also including practical case studies. And all squeezed into only two hours a week!”

Leadership and Management: An Introduction

**Course code:** CS1779  
**Course fee:** £385

**Start dates:**  
Tuesday 1st October 2013  
Tuesday 28th January 2014  
Tuesday 29th April 2014

**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks

This course aims to maximise the leadership and management potential of the individual in their professional environment. Through a series of workshops, it explores key leadership and management theories in the context of the practical skills required to succeed in today’s performance-driven job market.

“It was a very unique opportunity. I learnt a lot from this course.”  
Roger William

Persuading and Influence Skills

**Course code:** CS1786  
**Course fee:** £385

**Start dates:**  
Tuesday 1st October 2013  
Tuesday 28th January 2014  
Tuesday 29th April 2014

**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks

Knowing what you want and discovering what others want are the keys to effective negotiation. This course will help you build skills and confidence to negotiate with others and develop persuading and influencing skills. By focusing specifically on the use of language and language patterns, participants will learn a range of tools and techniques to enhance their communication skills in situations where they need to negotiate, persuade and influence effectively.
Positive Psychology

Course code: CS1941
Course fee: £385
Start dates: Thursday 3rd October 2013
Thursday 30th January 2014
Thursday 1st May 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

Understanding psychology can improve your well-being and success both at work and in your personal life. Positive psychology is the growing branch of psychology that focuses on strengths, positive states and happiness. This course will have a particular emphasis on applying positive psychology in your every day life.

Presentation Skills

Course code: CS1781
Course fee: £385
Start dates: Thursday 3rd October 2013
Thursday 30th January 2014
Thursday 1st May 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

Being able to stand up and speak confidently to an audience is an essential life skill. Whether the goal is to make winning presentations at work or an entertaining speech at a wedding, we all want to be memorable for the right reasons. This interactive and practical course helps students prepare their message and get ready for the challenge, with constructive feedback from the tutor and the rest of the group throughout the course.

Project Management: An Introduction

Course code: CS1768
Course fee: £385
Start dates: Monday 30th September 2013 or Tuesday 1st October 2013
Monday 27th January 2014 or Tuesday 28th January 2014
Monday 28th April 2014 or Tuesday 29th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

This course provides a general introduction to project management, ranging from the project planning process, setting up project aims and objectives and budgeting to adoption and structure. It uses a variety of useful project planning tools, including risk analysis and management. It also examines the role of project manager and project team.

“It’s great for those with nerves about public speaking, rather than job that requires to put a presentation together. Builds confidence.”
Anna Brosnan

“A straightforward and concise introduction to systems helpful for almost any work place.”
Pippa Scaife

“Really fulfilling, interesting and worthwhile. I think most people will get a lot from this course.”
Rachel Engel
Every programme delivers measurable results

No successful business stands still and nor do its staff. Everyone from the chief executive down must constantly build and renew their skills and knowledge and stretch their capacity.

Bespoke programmes

For organisations that expect their investment to have measurable impact, Cass Executive Education creates tailor-made programmes to fit their specific needs.

We take time to find out about a business or an individual’s culture, what they want to achieve next and in the long term, and what help they need to get there. Then we build a programme that will expand our client’s potential and deliver quantifiable results.

We have built long-standing relationships with numerous organisations over 20 years, and our clients return for on-going support. Topics have evolved with the business and we use case studies and simulations to translate business theory into commercial awareness and applications, giving senior staff the tools to analyse and predict client needs and generate new sales.

"Cass Executive Education exists to make professionals more effective by equipping them with the understanding, skills and technical knowledge necessary for their specific roles or sectors. We do this by delivering bespoke programmes that are driven by the organisation, and open programmes that are driven by industry needs."

David Mellor, Client Director, Executive Education, Cass Business School

Cass Executive Education provides successful learning and development solutions for clients not only because of our partnership approach, but also because we tap into the wealth of academic expertise in the School: with some of the world’s leading academic experts on site, we can combine practical application with up-to-the-minute theory. Corporates that we work with include Bankseta, China Life, JLT, PwC, Samsung Fire & Marine Insurance and UKTI.

For Excelian, we developed a bespoke programme for their senior leadership team. It was held across four days over four months and addressed a comprehensive range of topics designed to help build and lead high performing teams.

Toni Marshall, Excelian’s Learning and Development Manager, said: “This programme aims to ensure that as a business we are growing outstanding future leaders by equipping senior staff with the skills they require to lead our business in a rapidly changing environment.”
### Human Rights Law

**Course code:** CS1987  
**Course fee:** £385  
**Start dates:**  
Tuesday 1st October 2013  
Tuesday 28th January 2014  
Tuesday 29th April 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  

At the moment and for the future, the Human Rights arena is of central importance in the study of the Law. This course covers the part of Public International Law concerned with the protection of civil, political, economic, social and cultural rights, with a particular emphasis on the European Human Rights Convention. The main topics covered are the treatment of aliens, the right to life, ill treatment, liberty and security, fair hearing, privacy, freedom of expression, freedom of association and economic and social rights.

### Immigration Law: An Introduction

**Course code:** CS1991  
**Course fee:** £385  
**Start dates:**  
Thursday 3rd October 2013  
Thursday 30th January 2014  
Thursday 1st May 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  

This course introduces the key principles relating to immigration law in the United Kingdom. It explores a multitude of topics, including nationality, marriage and family applications, student and worker applications, asylum application appeals and the law on deportation and removal. British nationality and British citizenship and European legislation are also discussed.

“Lots of useful information together with practising different cases.”  
Justyna Smarszcz

### International Law: Systems and Organisations

**Course code:** CS1985  
**Course fee:** £385  
**Start dates:**  
Wednesday 2nd October 2013  
Wednesday 29th January 2014  
Wednesday 30th April 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  

This course provides a comprehensive introduction to the basic elements of international law by examining the interrelationship between various international bodies and organisations. The course concentrates on the worldwide system of relationships known as Public International Law. The concept of state identity, the processes by which international agreements may be secured, diplomatic relations, membership of the international community, treaty law and law of the sea are covered.
Introduction to English Law and Legal Method

Course code: CS1953

Course fee: £385

Start dates:
Monday 30th September 2013
Monday 27th January 2014
Monday 28th April 2014

Class time: 18.30 – 20.30

Duration: 10 weeks

Law plays a significant role in the structure and organisation of human affairs and is in large part responsible for the maintenance of order in society. This course provides detailed description of how legal rules are made and applied, along with an overview of the workings of the twin pillars of state, the courts and the constitution. Individual topics include parliamentary legislation, the doctrine of precedent, equitable principles, legal terminology and law reporting. The significance of European Union membership and the impact of Human Rights Law are considered.

“It is an interesting course that gives you a basic idea of the English legal system and a head start and a good overview of what English law is about.”

Francisco Cortina
The City Law School offers individuals the opportunity to book CPD legal skills training courses, including the essential Management Course Stages 1 and 2.

All of our courses are carefully created to support professionals in developing their skills and enhancing their careers. Our trainers are experts in their field and provide direct access to the very latest knowledge, skills and thinking in a range of flexible and engaging formats.

Our public courses offer a “learning through doing” approach, which ensures that you will develop skills and sustainable knowledge and get the best out of your time with us:

• Stay informed about current practices by drawing on our specialist trainers’ knowledge;
• Get to grips with essential subjects using professional materials and expert advice;
• Build on your existing skills and develop new skills and knowledge with confidence;
• Gain personal support from a first-class trainer, including detailed one-to-one feedback;
• Receive exceptional training from a fully accredited provider and gain CPD points.

It’s vital that you feel engaged and able to participate to get the most out of any training session. With The City Law School you’ll receive personal attention and invaluable expert analysis and feedback, including pointers for adapting your personal style and learned habits.

Management Course Stage 1
– 7 CPD points

Management Course Stage 1 is the compulsory SRA course that all newly qualified solicitors are required to take following qualification and before the end of their third CPD year. By understanding the goals of your organisation, you will be able to communicate your ideas clearly and effectively at every level internally and with clients.

During the course the following topics will be covered:
• Managing client relationships;
• Managing people;
• Managing information;
• Managing finance.

Management Course Stage 2 – 6 CPD points

This course builds on the principles introduced in the Stage 1 course and equips solicitors with a full understanding of the key managerial skills required to enhance their professional development. This invaluable training will help you to further develop your communication skills, enhance your influencing skills and improve your negotiation skills.

The course introduces new topics, including:
• Emotional intelligence;
• Negotiation skills;
• People management and client care;
• How to plan strategically.

Management Course training takes place typically in January to February and May through to October (end of CPD year). To see a list of course dates currently available visit www.city.ac.uk/law/courses/continuing-professional-development/public-courses.

The City Law School also delivers bespoke in-house Continuing Professional Development courses in a wide range of topics such as Advocacy, Drafting, Negotiation, Witness Familiarisation and Higher Rights.
City University London offers a wide range of hands-on, commercially relevant and up-to-date courses in Computer Science and Design. All courses are tutor-led with scope for guided practice in class and informative feedback. Students can study one course or follow a flexible programme of study, based on their chosen career path and perceived skills gaps. Theory is covered where it supports the practical emphasis, thereby combining the best practice of University teaching and training in the corporate sector. The 10-week evening format allows students to learn new concepts and techniques step-by-step, to reinforce their knowledge at home and to progress quickly in their chosen discipline, while working full-time.
C++ and .NET Programming

.NET Object-oriented Programming Using C#

Course code: CS2540
Course fee: £430
Start dates: Thursday 3rd October 2013
Thursday 30th January 2014
Thursday 1st May 2014
Class time: 18.30 – 20.30
Duration: 10 weeks
For students with a basic understanding of object-oriented programming, this course teaches the fundamentals of object-oriented programming using C# that will allow students to design and implement programmes on Microsoft’s .NET platform. By the end of the course, students will know how to create GUI programs using Windows Forms as well as how to build and debug C# programs using the .NET class libraries and Visual Studio .NET.

“Well paced course. The content is not rushed and time is given for the student to understand all new concepts.”
Daniel Taylor

.NET Advanced Applications Development Using C#

Course code: CS3703
Course fee: £460
Start dates: Friday 4th October 2013
Friday 31st January 2014
Friday 2nd May 2014
Class time: 18.30 – 20.30
Duration: 10 weeks
The course is for people who have completed “.NET Object-Oriented Programming Using C#” or have equivalent knowledge. You will learn how to design and implement complex windows applications using the latest .NET techniques, as well as WPF and WCF. This also prepares you for taking the MS certification 70–511, 70-502 and 70-526.

“The course would show you a few interesting bits, new pattern for programming and would broaden your idea of possibilities in C#.”
Pawel Burzynski

ASP.NET: Web Applications with MVC and Entity Frameworks Using C#

Course code: CS2536
Course fee: £430
Start dates: Thursday 3rd October 2013
Thursday 30th January 2014
Thursday 1st May 2014
Class time: 18.30 – 20.30
Duration: 10 weeks
For those with some knowledge of C# language (approximately 20 hours tuition), this course teaches the fundamentals of web development using ASP.NET and C#, with the aim to develop a database-driven website. You will learn how to design and implement web applications for the Microsoft .NET platform using Microsoft Visual Studio.
**Course code:** CS2605

**Course fee:** £390

**Start dates:**
- Thursday 3rd October 2013
- Thursday 30th January 2014
- Thursday 8th May 2014

**Class time:** 18.30 – 20.30

**Duration:** 10 weeks

This is a practical course that teaches the fundamentals of the Unity 3D tool using C# scripting for games applications. With the knowledge gained, students will be able to design and implement interactive applications for Standalone and Web platforms. By the end of the course students will know how to create a prototype game in Unity using C#.
### Introduction to AutoCAD: 2D Drawing Production

**Course code:** CS1588  
**Course fee:** £430  
**Start dates:**  
- Monday 30th September 2013  
- Monday 27th January 2014  
- Monday 28th April 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  
This course is intended for those students who want to produce professional 2D drawings using AutoCAD 2012. This practical, hands-on course covers user interface; setting up and file management; drawing lines, circles and other objects; editing, drawing aids, layers, text and dimensioning; and drawing exercises and plotting.

“The course is very good for people who know absolutely nothing about AutoCAD and it is very good at giving them the skills to develop their own 2D drawings.”

### Intermediate AutoCAD: 2D Drawing Production

**Course code:** CS1511  
**Course fee:** £430  
**Start dates:**  
- Thursday 3rd October 2013  
- Thursday 1st May 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  
Building on from “Introduction to AutoCAD” or for students who have had experience of using AutoCAD, this intermediate course is designed for AutoCAD users who seek enhanced knowledge of the software leading to a more professional quality of their drawings. Topics covered during the course will include Blocks, Attributes, templates and page set-up, text and dimension styles, Data extraction, x-reference drawings, Script files and Isometric drawing. The topics are taught predominantly in 2D, although 3D is introduced during the course. The course uses AutoCAD 2012.

“Fantastic tutor; very interesting and helpful course. Would recommend for anyone looking to upskill or refresh skills they already have.”  
Sarah Burkhalter

### Advanced AutoCAD: 3D Drawing Production

**Course code:** CS1587  
**Course fee:** £430  
**Start dates:**  
- Thursday 3rd October 2013  
- Thursday 30th January 2014  
- Thursday 1st May 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  
This hands-on course is intended for those students who want to produce photo-real 3D models using AutoCAD 2012. The course covers key command revision, 3D viewing, viewports and coordinate systems, wire frame modelling, surface modelling and meshing, solid modelling, studio effects, materials and lighting, and Boolean operators.

“Fantastic tutor; very interesting and helpful course. Would recommend for anyone looking to upskill or refresh skills they already have.”  
Sarah Burkhalter
Using Adobe InDesign

Course code: CS1508
Course fee: £390
Start dates:
Monday 30th September 2013
Monday 27th January 2014
Monday 28th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks
This course will cover the key functionality of Adobe InDesign CS6, the industry-standard design and publishing software, as well as the techniques associated with laying out text and graphics for professional publication. Participants gain an appreciation of the fundamentals of typography, page layout and other page design principles; they are shown how to apply these principles using InDesign, thereby gaining hands-on experience in the art of successful page layouts.

Digital Illustration with Adobe Illustrator

Course code: CS1545
Course fee: £390
Start dates:
Thursday 3rd October 2013
Thursday 30th January 2014
Thursday 1st May 2014
Class time: 18.30 – 20.30
Duration: 10 weeks
Working with Illustrator CS6, this hands-on course provides a thorough introduction to this highly versatile industry-standard design package. Students will create their own unique illustrations, clipart and logos using the key functions of Adobe Illustrator while learning the fundamental principles of design.

Digital Imaging with Adobe Photoshop

Course code: CS1592
Course fee: £390
Start dates:
Wednesday 2nd October 2013
Wednesday 29th January 2014
Wednesday 30th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks
This short course provides hands-on training in the basics of Adobe Photoshop. Using Photoshop CS6 in practical teaching sessions, you will develop skills for creating, manipulating and mixing images for such purposes as web pages, desktop publishing or digital art works. Realistic examples are used throughout.

“Fantastic teacher, good value, very informative, excellent hand out notes. I have thoroughly enjoyed the course – we covered more than I expected and the teacher was very knowledgeable, helpful and accommodating. I would highly recommend this course to others.”
Claudia Costa

“It is worth the time and money invested to learn Photoshop... I would definitely take another evening course at City University London.”
Vivian Kemp
Advanced Digital Imaging with Adobe Photoshop

Course code: CS1591
Course fee: £390
Start date: Wednesday 30th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

Adobe Photoshop is the industry-standard tool for working with digital imagery, and its creative potential is used by amateurs and professionals alike. This course has been designed for those familiar with Adobe Photoshop basics and explores in depth some of the more powerful design capabilities hidden beneath its complex interface. Throughout the course, emphasis is placed on the applied aspects of Adobe Photoshop, providing solutions to those real-world scenarios that are faced in any design/production environment or photographer’s studio. The course will cover digital illustration, graphic art and precision photo enhancement, with a general introduction to understanding light, depth and perspective in images. Graphics tablets are recommended.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Fee</th>
<th>Start Dates</th>
<th>Class Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS2577</td>
<td><strong>Object-oriented Programming with Java Part 2</strong></td>
<td>£430</td>
<td>Tuesday 1st October 2013, Tuesday 28th January 2014, Tuesday 29th April 2014</td>
<td>18.30 – 20.30</td>
<td>10 weeks</td>
</tr>
<tr>
<td>CS2581</td>
<td><strong>Building MVC Web Apps in Java EE with Spring and Hibernate</strong></td>
<td>£420</td>
<td>Wednesday 30th April 2014</td>
<td>18.30 – 20.30</td>
<td>10 weeks</td>
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This course teaches object-oriented programming skills using Java, the “learn once, apply anywhere” language. The course covers the most important classes and packages, error handling and interaction using graphical user interfaces (an overview of Swing). Students are also taught to create JAR files for distributing their applications and to embed Java applications in web pages (using Java Web Start and applets). As well as core elements of the Java language, participants learn the fundamental concepts of object-oriented software engineering and development, such as classes, inheritance and polymorphism.

“This course covered advanced and challenging material. The tutor took his time to explain difficult concepts during classes to individual students. I would recommend it to others.”

Dan Smith
Microsoft Office, Excel and VBA

Applied MS Excel for Business

Course code: CS1596
Course fee: £400
Start dates:
- Tuesday 1st October 2013 or Friday 4th October 2013
- Tuesday 28th January 2014 or Friday 31st January 2014
- Tuesday 29th April 2014 or Friday 2nd May 2014
Class time: 18.30 – 20.30
Duration: 10 weeks
Assuming a basic knowledge of Microsoft Excel, this hands-on step-by-step spreadsheet course guides participants through commonly used business applications such as forecasting techniques, advanced database functions and logical tests and Pivot tables. In the final week we look at the recording, running and basic editing of VBA macros.

“In-depth course, useful for individuals looking to maximise their skills within a company.”

Financial Modelling in Excel

Course code: CS2564
Course fee: £500
Start dates:
- Wednesday 2nd October 2013
- Wednesday 29th January 2014
- Wednesday 30th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks
This introduction to financial modelling gives students the practical skills needed to construct robust financial models of businesses and organisations that can be used for budgeting and business planning, debt and equity fundraising, corporate valuation or corporate benchmarking purposes.

“The course was very useful. I learnt advanced Excel techniques which I will use to make my financial reporting process more efficient.”
Debra Redhead-Allen

Visual Basic for Applications Excel Part 1

Course code: CS1595
Course fee: £500
Start dates:
- Monday 30th September 2013 or Tuesday 1st October 2013
- Monday 27th January 2014 or Tuesday 28th January 2014
- Monday 28th April 2014 or Tuesday 29th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks
Using a step-by-step approach, this course shows how the Visual Basic for Applications (VBA) programming language can extend the functionality of Excel. Students will learn to write macros to accept user input, read to and write from cells, and manipulate data. They will also learn to write custom functions and create user forms. Useful examples of problems and their solutions will be provided.

“Excellent teacher and material. Very accessible for people with no programming experience. Very informative – right amount of practice.”
### Visual Basic for Applications in Excel Part 1 (Saturdays)

**Course code:** CS1595  
**Course fee:** £500  
**Start dates:**  
- Saturday 5th October 2013  
- Saturday 1st February 2014  
- Saturday 3rd May 2014  
**Class time:** 10.00 – 16.00  
(Includes 1-hour break)  
**Duration:** 5 weeks  

Using a step-by-step approach, this course shows how the Visual Basic for Applications (VBA) programming language can extend the functionality of Excel. Students will learn to write macros to accept user input, read from and write to cells and manipulate data. They will also learn to write custom functions and create user forms. Useful examples of problems and their solutions will be provided.

### Visual Basic for Applications in Excel Part 2

**Course code:** CS2565  
**Course fee:** £500  
**Start dates:**  
- Wednesday 2nd October 2013  
- Wednesday 29th January 2014  
- Wednesday 30th April 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  

This course builds on “Visual Basic for Applications in Excel Part 1”, introducing a wider range of objects and applying previously learnt programming constructs to more complex and robust programs. Applications covered include importing data into Excel, manipulating pivot tables, reporting and complex data manipulation.

“Terrific tutor who pays attention to students and helps everyone learn; detailed teaching style, very good course content, well prepared lectures and materials. Excellent overall, highly recommend.”

### Visual Basic for Applications in Excel, Building Applications Part 3

**Course code:** CS2566  
**Course fee:** £500  
**Start dates:**  
- Monday 28th April 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  

For students who have successfully completed “Visual Basic for Applications in Excel Part 2” or have equivalent knowledge, this Part 3, Building Applications, course includes customisation features such as classes and Add-ins, database-enabled web publishing and integrating Excel VBA with functionality from other applications. In the process, students write complex, structured programs leading up to a large-scale working application.
**MS Access Database**

<table>
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<tr>
<th>Course code: CS1594</th>
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<tbody>
<tr>
<td>Course fee: £385</td>
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<td><strong>Start dates:</strong></td>
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<tr>
<td>Friday 4th October 2013</td>
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<tr>
<td>Friday 31st January 2014</td>
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<tr>
<td><strong>Class time:</strong> 18.30 – 20.30</td>
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<td><strong>Duration:</strong> 10 weeks</td>
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Starting from the fundamentals of how to design and build databases in Microsoft Access, this fully hands-on course moves swiftly to cover tables, relationships, forms, queries, reports and macros. It ends with an introduction to modules and Access programming.

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**Access VBA Programming**

<table>
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<th>Course code: CS1549</th>
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<tr>
<td>Course fee: £385</td>
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<td><strong>Start dates:</strong></td>
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<tr>
<td>Friday 2nd May 2014</td>
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<tr>
<td><strong>Class time:</strong> 18.30 – 20.30</td>
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<td><strong>Duration:</strong> 10 weeks</td>
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The course teaches students to use Access VBA programming to enhance the design of database applications and improve the usability of the forms they create. This fully hands-on course also covers DAO, the programming interface to the Jet database engine. The course concludes with examples of how to extend Access to work with other applications.
Programming in C, C++ and Financial Engineering

**C/C++- Introduction to Programming Using C Part 1**

- **Course code:** CS1576
- **Course fee:** £460
- **Start dates:**
  - Monday 30th September 2013 or Wednesday 2nd October 2013
  - Monday 27th January 2014 or Tuesday 28th January 2014
  - Tuesday 29th April 2014 or Wednesday 30th April 2014
- **Class time:** 18.30 – 20.30
- **Duration:** 10 weeks

This is a hands-on course, the first part of a study of the C/C++ family of languages used to build most of the world’s computing systems. Starting with programming basics, then focusing on applying programming practice into the C/C++ programming language, it teaches key features of imperative programming using C and is an ideal preliminary to “Object-oriented Programming using C++”. Students are exposed to programming problems and their solutions that highlight key features of imperative programming. They are given numerous examples and gain transferable knowledge for any programming domain they may wish to progress on to. Some of the teaching covers the common integrated development environments (IDEs) popular on Windows operating systems; all the examples are compatible with compilers running on Linux, Windows and Mac OS X environments.

**C/C++- Object-oriented Programming Using C++ Part 2**

- **Course code:** CS2575
- **Course fee:** £460
- **Start dates:**
  - Tuesday 1st October 2013
  - Tuesday 28th January 2014
  - Tuesday 29th April 2014
- **Class time:** 18.30 – 20.30
- **Duration:** 10 weeks

This course is for those who can already program in a procedural language such as C, using control structures such as if, for, while, etc. It covers the fundamentals of the C++ programming language and shows how to program using object-oriented principles. It is fully hands-on, and students gain experience in designing simple but powerful object-oriented applications and in writing code using the C++ language. Feedback is given throughout the course so that participants have as much opportunity as possible to improve their programming technique. Topics covered include C++ language features, key standard library objects overview and OOP features: classes, objects, abstraction, interfaces, constructors/ destructors, overloading, inheritance, polymorphism and templates.

**Financial Engineering in C++**

- **Course code:** CS2509
- **Course fee:** £740
- **Start dates:**
  - Tuesday 1st October 2013
- **Class time:** 18.30 – 20.30
- **Duration:** 10 weeks

In this hands-on course students learn the basics of option pricing and how to compute prices numerically via Monte Carlo techniques and binomial trees. The course builds on prior knowledge of C/C++ syntax and object-oriented concepts (classes, encapsulation, inheritance and virtual functions), using the latter to refactor and extend codes. Students also learn how to take advantage of design patterns such as bridge, decorator and factory.

“It is an excellent course for anyone who has a basic background in maths and software engineering to quickly acquire essential financial engineering skill... You get a well-directed course and the tutor helps to remove the complexity.”

George Osaghae

35
**Advanced Financial Engineering in C++**

**Course code:** CS3501

**Course fee:** £740

**Start dates:**
Tuesday 29th April 2014

**Class time:** 18.30 – 20.30

**Duration:** 10 weeks

This is a hands-on course for C++ programmers with a solid grounding in financial engineering concepts and basic option pricing techniques to extend their expertise to the field of interest rate derivatives. Students learn how to compute prices analytically where possible, but mainly numerically via binomial trees and Monte Carlo techniques. The course discusses how and when to apply advanced design patterns such as delegation, double dispatch, functors and templated class hierarchies. It addresses probability theory and stochastic calculus, applying it to interest rate derivative pricing. Software versions: ANSI C++; STL; Boost; Microsoft Visual C++.

“Very clear and engaging teaching, a sound introduction to advanced methods in the pricing and implementation of IR derivatives.”

Paul Ibru
# Systems

<table>
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<tr>
<th>Course</th>
<th>Code</th>
<th>Fee</th>
<th>Start Dates</th>
<th>Class Time</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Linux Network and Systems Administration</td>
<td>CS2520</td>
<td>£430</td>
<td>Tuesday 1st October 2013, Tuesday 28th January 2014, Tuesday 29th April 2014</td>
<td>18.30 – 20.30</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Open Source Software for Business</td>
<td>CS2607</td>
<td>£290</td>
<td>Thursday 1st May 2014</td>
<td>18.30 – 20.30</td>
<td>10 weeks</td>
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</tbody>
</table>

As more organisations turn to open source solutions, practical experience of Linux becomes essential for system administrators. In this hands-on course students install a Linux distribution, encounter common problems and are given an overview of the current state of Linux distributions and packages. Students configure a Linux system with a view to optimising its functionality, reliability, performance and security. As “root” user, students have administrative privileges to perform system administration tasks such as user account management, file system backup and restore, device configuration, automating tasks using shell scripting languages and troubleshooting along the way. Topics also include an extensive explanation of networking protocols, network configuration, an overview of Linux and UNIX network security, as well as creating a secure L.A.M.P. server. Students must bring their own laptop to this class.

As more corporations migrate their network services to open source and Linux based solutions, the demand for highly-skilled Linux engineers is now greater than ever. This advanced Linux course will provide valuable practical knowledge on several aspects of network configurations, and the troubleshooting that the role of system and network administrators requires. This includes host preparation for web services, virtual domains, multiple static IPs, Apache server optimisation, security enhancement; installation of Perl, Python, PHP, popular CMS systems (Joomla, Wordpress, Drupal), Tomcat, MySQL, Postgres and Oracle, and many more. All these will be done using the console; no management systems will be involved. Students will be able to apply their skills to any Linux distribution.

“Very well-structured course and engaging tutor. Highly recommended.”
UNIX Tools and Shell Scripting

Course code: CS2572
Course fee: £430
Start dates:
Wednesday 2nd October 2013
Wednesday 29th January 2014
Wednesday 30th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

For those already familiar with Linux and UNIX, this fast-paced course covers aspects of administration and the use of UNIX scripting tools to automate common tasks on a Linux Solaris or MacOSX platform. Beginning with a revision of commonly used administrative commands; the course looks at the scripting tools such as bourne shell programming, awk and regular expressions. Students will learn file permissions and the fundamentals of shell programming, input and output redirects and inter-process communication. Topics covered include writing scripts to add new users, modification of scripts that start services during booting, mounting NFS volumes, UNIX and networking protocols, basic UNIX security and strategies for backup and recovery.

Database Design with SQL Server

Course code: CS1512
Course fee: £500
Start dates:
Monday 30th September 2013 or
Wednesday 2nd October 2013
Monday 27th January 2014 or
Wednesday 29th January 2014
Monday 28th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

The course is designed for those students interested in both creating databases and then implementing them to a professional standard using MS SQL Server. By the end of the course students will be able to design databases based on real-world situations, create and populate databases using SQL Server Management Studio, create SQL queries to a professional level, understand the capabilities of SQL Server and its relationship with the .NET Framework and languages, and pursue independent study of the subject at second-year undergraduate level and beyond. Students must bring their own laptop to this class. Supported operating systems are Windows XP and Windows 7. Please note that there is no support for Windows Vista.

Database Design with SQL Server (Saturdays)

Course code: CS1512
Course fee: £500
Start dates:
Saturday 3rd May 2014
Class time: 10.00 – 16.00
(Includes 1-hour break)
Duration: 5 weeks

The course is designed for those students interested in both creating databases and then implementing them to a professional standard using MS SQL Server. By the end of the course students will be able to design databases based on real-world situations, create and populate databases using SQL Server Management Studio, create SQL queries to a professional level, understand the capabilities of SQL Server and its relationship with the .NET Framework and languages, and pursue independent study of the subject at second-year undergraduate level and beyond. Students must bring their own laptop to this class. Supported operating systems are Windows XP and Windows 7. Please note that there is no support for Windows Vista.
Advanced Database Design with SQL Server

Course code: CS2590
Course fee: £500
Start dates: Tuesday 29th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

This course is for those who have some experience of database design and querying and who would like to take these skills to a higher level. It will also broaden students’ database capabilities by including the areas of advanced management and configuration, administration, security, XML and Data Warehousing and Mining.

Oracle and SQL

Course code: CS1579
Course fee: £430
Start dates: Thursday 3rd October 2013 Thursday 30th January 2014 Thursday 1st May 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

Using the industry-standard Oracle Relational Database Management System, the course teaches database design and manipulation concepts, including entity modelling, normalisation, table creation and integrity constraints and SQL statements such as joins, nested queries and group by. There is also an overview of Oracle metadata and security privileges, using views and main principles in performance management.

Essential PL/SQL and Database Administration for Oracle Database

Course code: CS2601
Course fee: £430
Start dates: Wednesday 29th January 2014 Wednesday 30th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

This is an introductory course to PL/SQL and administration tasks for Oracle databases aimed at students who have used Oracle (or any other Relational Database Management Systems) for simple tasks (join queries, updates and creating tables) and want to advance their knowledge. It assumes a basic knowledge and familiarity with the Oracle and SQL environment but no further knowledge of programming.

“I would definitely recommend this course! You leave the course confident you can write SQL codes. I was surprised how much I understood and learnt, thanks to my tutor.”
Juliana Abejide

“Very useful course based on a very modern and requested subject. Great idea because the certification will improve my CV.”
Web Authoring

Course code: CS1586
Course fee: £390
Start dates: Thursday 3rd October 2013
Thursday 30th January 2014
Thursday 1st May 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

This course teaches the fundamental concepts in website design, management and implementation using XHTML/HTML5/CSS. It also provides an important foundation for students interested in other web-based technologies such as JavaScript, PHP, Java, ASP.NET and Flash. Students will be expected to design and produce a working website.

“...the course was very well structured and dynamic. I travelled all the way from Brighton every week and it was absolutely worth it: excellent value for money and we covered all topics as planned! Thank you very much. I am looking forward to the next course.”
Luis Higuera

JavaScript: An Introduction to JavaScript Programming and DOM Scripting

Course code: CS2606
Course fee: £390
Start dates: Wednesday 2nd October 2013
Wednesday 29th January 2014
Wednesday 30th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

This course is an introduction to programming using JavaScript on HTML5. It also covers the basics of programming using JavaScript, such as syntax and basic statements (for, while, if, functions, arrays, objects), the core DOM (Document Object Model) and events. In addition to core elements of the JavaScript language, students will learn how to use the HTML-DOM as well as external JavaScript libraries and AJAX. The course focuses on JavaScript best practices, such as unobtrusive JavaScript and progressive enhancement.

Professional Website Development with Dreamweaver

Course code: CS1554
Course fee: £390
Start dates: Wednesday 2nd October 2013
Wednesday 29th January 2014
Wednesday 30th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

Using Dreamweaver, this hands-on course covers the design and management of cross-browser websites using XHTML and CSS, generated JavaScript for building interactive and dynamic pages, multimedia and the web, and how to create vector graphics and animations.
### Web Programming Using PHP/MYSQL Part 1

**Course code:** CS1559  
**Course fee:** £430  
**Start dates:**  
- Tuesday 1st October 2013 or Friday 4th October 2013  
- Tuesday 28th January 2014 or Friday 31st January 2014  
- Tuesday 29th April 2014 or Friday 2nd May 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  

This course will enable those already familiar with HTML to build more powerful web solutions and advance to dynamic, database-enabled, website/intranet programming and applications using the open source PHP scripting language and MySQL database. The course broadly comprises the fundamentals of programming with PHP, relational database design and operations with MySQL, and web solutions using PHP and MySQL.

“The course was an excellent introduction to PHP and MySQL and will leave you wanting to continue learning PHP to a greater depth.”  
Peter Koukoulis

### Web Programming Using PHP/MYSQL Part 2

**Course code:** CS2524  
**Course fee:** £430  
**Start dates:**  
- Friday 4th October 2013  
- Friday 31st January 2014  
- Friday 2nd May 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  

Students will learn how to develop real-world web applications with PHP. Topics covered include databases and content management, security and session handling, server side data validation, on the fly generation of multimedia content such as images, PDFs and Flash, configuration of web development environments under Windows and UNIX and object-oriented programming in PHP 5.3.

### Advanced Web Interfaces with CSS3 and HTML5

**Course code:** CS2604  
**Course fee:** £460  
**Start dates:**  
- Monday 30th September 2013  
- Monday 27th January 2014  
- Monday 28th April 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  

This course fast-tracks learners with a basic practical knowledge of CSS and confident grasp of (X)HTML to a foundation professional standard of CSS. Students get a thorough grounding in CSS theory combined with practical strategies for turning graphical mockups and textual content into functioning CSS-styled websites. Emphasis is on techniques that make sites accessible to users and search engines alike. A variety of common layout issues and code patterns is covered, and where CSS3 techniques are becoming mainstream these are included in the discussion. This course involves hand coding, and is not a taught Dreamweaver/WYSIWYG course, so good keyboard skills are essential.
Over the last decade the Creative Industries sector in the UK has grown at twice the rate of the economy as a whole and is well placed to continue to grow. To compete effectively in a global market, the expanding sector needs a pool of talented people with the right skills. City’s evening and weekend programme of short courses, taught by industry professionals, has been running for over 10 years and provides a fantastic opportunity to update and develop your knowledge and skills in music business, major event management, filmmaking, screenwriting, the business of the visual arts and many other areas.
The art market is challenging, complex and fast moving. This course is designed to provide a comprehensive overview for visual artists and individuals who want to open an art gallery or work in the visual arts sector. The course examines the British and international art markets from the perspective of an artist or a young gallery, and explores funding systems for the arts and the roles and relationships between different players in the market. The rise and fall of art prices, the reasons for market volatility and droit de suite and other tax implications will be discussed.

The Business of the Visual Art World

Course code: CS1334
Course fee: £385
Start dates: Tuesday 28th January 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

This course is designed for emerging artists, young galleries and individuals interested in working in the visual arts and leads on from “Buying Art Now”. It provides an insight into the management of a gallery and an artist practice. Topics include contracts and agreements, programmes and partnerships, copyright, marketing and branding, e-commerce and pricing structure. The course explores market mechanisms and business planning, and includes a visit to an alternative gallery space and an artist’s studio.
The Music Business: Records, Publishing and Finance

Course code: CS2364
Course fee: £385
Start dates: Tuesday 28th January 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

This course is designed to equip students with a comprehensive understanding of all aspects of a record company, including budgets, royalties, cash-flow streams and international licensing. All aspects of music publishing are thoroughly covered. Students are also encouraged to bring in a favoured piece of music to stimulate a group discussion. A successful record producer will be a guest lecturer for one of the sessions.

“David’s depth of knowledge is remarkable; he has been immersed in the music industry and reached the pinnacle of success. His anecdotes brought the classes to life.”

Zubin Ramdarshan

Protecting Intellectual and Creative Capital in the Digital Media Industries

Course code: CS2367
Course fee: £385
Start dates: Tuesday 28th January 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

This course provides a working knowledge of the legal components vital to independent producers, directors and those interested in the production of feature-length films and television programmes. Students examine the key stages of pre-production, finance and production, rights and content clearance, distribution and exploitation. The emphasis is on rights ownership and transfer, contractual theory and the negotiation of rights within the industry.
Event Management

Major Event Management

Course code: CS2304

Course fee: £385

Start dates:
Tuesday 1st October 2013
Tuesday 28th January 2014
Tuesday 29th April 2014

Class time: 18.30 – 21.00

Duration: 10 weeks

This course is designed to equip students with the skills to organise all aspects of indoor and outdoor music events, press conferences, charity or major sponsored events. It covers project management, strategic planning, budgeting, finance, promotions, marketing and sponsorship, operations and production, health and safety, and risk management. Case studies are used to aid learning.

“The course helped me to apply my business knowledge to events and to enhance my passion, belief and creativity for the industry.”

Tomas Holdroft
Filmmaking

Animation

Course code: CS1338
Course fee: £495
Start dates:
Wednesday 2nd October 2013
Wednesday 29th January 2014
Wednesday 30th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

Working with After Effects CS6, this hands-on course provides a thorough introduction to this highly versatile video-effects package. Students will learn how to colour-grade footage, animate and composite assets and use particle effects and motion track to moving cameras. Participants will also have the chance to work on personal projects, supported by the tutor. Experience in using Mac/PC is required for this course.

Digital Filmmaking: A Practical Introduction

Course code: CS1335
Course fee: £495
Start dates:
Monday 30th September 2013
Monday 27th January 2014
Monday 28th April 2014
Class time: 18.30 – 21.00
Duration: 10 weeks

This course, run by experienced industry professionals, provides an opportunity to learn by taking part in the making of a short film. Students are introduced to rapidly developing digital formats, and the course takes them through the pre-production, production and post-production processes of making a short film. Students shoot on a professional digital camera and edit on Final Cut Pro.

“You learn a lot of camera techniques that highlight what is taught in the classes. I would definitely recommend for any newbie film maker!”
Denis Mola

Digital Filmmaking: Advanced

Course code: CS2381
Course fee: £495
Start dates:
Thursday 30th January 2014
Class time: 18.30 – 21.00
Duration: 10 weeks

This course provides an opportunity to make a short film under the supervision of industry professionals, with an emphasis on pre-production, lighting for digital film, camera work and editing with Final Cut Pro film-editing software. This course is ideal for students looking for more production experience.
### Documentary and Factual Filmmaking

**Course code:** CS2315  
**Course fee:** £385  
**Start dates:**  
- Wednesday 2nd October 2013  
- Wednesday 29th January 2014  
- Wednesday 30th April 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  
This course explores the development and nature of documentaries, providing students with both a theoretical and a practical understanding of the way they are made and the diversity of formats that exist within the genre today. The course examines the differences between "fly-on-the-wall" and reality TV, at the same time as helping students understand and practise core production skills such as researching and interviewing. It prepares students to pitch an idea for a documentary or structure a taster tape or film.

“It gives you an overview of the documentary and factual TV programme market in the UK, a good introduction to the subject.”  
Leticia Meruvia

### Film Editing with Final Cut Pro

**Course code:** CS2387  
**Course fee:** £495  
**Start dates:**  
- Thursday 3rd October 2013  
- Thursday 30th January 2014  
- Thursday 1st May 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  
This course is ideal for people who wish to develop a comprehensive knowledge of non-linear editing techniques. It introduces students to editing techniques using Final Cut Pro film-editing software, including capturing, editing, titles, graphics, motion, sound and music, and output. In addition, industry professionals will talk about post-production processes used on a selection of films. The course is supervised by an Apple-accredited trainer and prepares students for the Apple certification level 1 examination. The price includes a course book.

“Take this course if you would like to have a good overview of Final Cut Pro and learn some interesting features and tips.”

### From Script to Screen: An Introduction to the Film and TV Industry

**Course code:** CS1328  
**Course fee:** £385  
**Start dates:**  
- Friday 3rd October 2013  
- Friday 30th January 2014  
- Friday 1st May 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  
This course provides a comprehensive introduction to the film and television industry. It highlights the different stages of planning, production, post-production, marketing and promotion. The course is directed at people who are starting work or wishing to work in the industry.
Screenwriting: First Steps

Course code: CS2383

Course fee: £385

Start dates:
Thursday 3rd October 2013
Thursday 30th January 2014
Thursday 1st May 2014

Class time: 18.30 – 20.30

Duration: 10 weeks

Have you got a good idea for a film script but don’t know where to begin? Screenwriting can seem like a dauntingly technical form. This course teaches how to write a film script, with plenty of writing exercises and analysis of scripts and films. On completion of the course, students will have a set of tools for writing their own scripts: learning to write visually, working with character and conflict, and building narrative. The main focus is on screenwriting for the UK market, but the US and European markets are also explored.

“A great interactive experience. A hands-on approach always works best.”
Foreign Languages
Why study a foreign language at City University London?

Variety

We offer 8 modern foreign languages: Arabic, Chinese Mandarin, French, German, Italian, Japanese, Portuguese and Spanish.

Learn at your own pace

You can study for one term only to develop basic language skills (for example, “French for Holidays”, “Spanish for Holidays” or “Italian for Holidays”) or for up to three years from a beginner to an advanced level (for example, French, German and Spanish) if you are serious about acquiring solid knowledge and confidence in speaking a foreign language. If you already have some knowledge, please check your level carefully using our self-assessment tool on page 52 before enrolling on a course.

If you missed the beginning of the academic year? You can join our Accelerated classes in Arabic, French, German, Japanese or Spanish in January and cover the first and second terms’ curriculum in one term. These are, however, highly intensive courses that require dedication and willingness to study outside the class.

Flexibility

You can join the course of your choice in October, January or April once you have checked your level.

Teaching methods

The focus is on speaking and listening for communicative purposes with trained, qualified and experienced native tutors. Lessons are taught mostly in the language you are learning in a relaxed atmosphere, but regular homework is required. Most courses will also require the purchase of a course book.

Achievements

Our foreign language programmes have helped thousands of students to enjoy their holidays, get a job, improve their career, move abroad, get a broader understanding of other cultures or simply socialise with other people.
### Assessing your level

The following requirements apply to all languages – please read them carefully before enrolling. If in doubt, please call us on 020 7040 8262 or email shortcourses@city.ac.uk.

<table>
<thead>
<tr>
<th>Type</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
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<tbody>
<tr>
<td><strong>Year 1:</strong></td>
<td><strong>Beginner</strong></td>
<td>You should have some knowledge of present regular verbs and prepositions such as in/to/under/next to, etc.; masculine and feminine forms; you should be able to introduce yourself and briefly describe someone; tell the time and have some knowledge of numbers/or approximately 20 hours of formal prior study</td>
<td>You should be able to talk about your daily activities; order in a cafe; describe a place and give directions; say what you like or dislike; use common irregular verbs in the present; use the imperative, possessive pronouns and common adverbs of frequency/or approximately 40 hours of formal prior study/or have a “rusty” GCSE</td>
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<tr>
<td>Accelerated</td>
<td>No prior knowledge required</td>
<td>You should be able to talk about your daily activities; order in a cafe; describe a place and give directions; say what you like or dislike; use common irregular verbs in the present; use the imperative, possessive pronouns and common adverbs of frequency/or approximately 40 hours of formal prior study/or have a “rusty” GCSE</td>
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<td><strong>Year 2:</strong></td>
<td><strong>Lower Intermediate</strong></td>
<td>You should be able to express wishes; give advice (present conditional); voice intentions and planning in the future, relate past events and express opinion and obligation/or approximately 80 hours of formal prior study/or have a recent GCSE</td>
<td>You should be able to handle fairly complex sentences; and be able to narrate memories, past events with the imperfect tense and compare things/or approximately 100 hours of formal prior study/or have a recent and good GCSE</td>
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<td>You should be able to have some notions of the past tense, the “near past” (I’ve just...) and future tenses (I am going to/I will); you should also be able to carry out a basic conversation/or approximately 60 hours of formal prior study/or have a good but “rusty” GCSE</td>
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<td><strong>Year 3:</strong></td>
<td><strong>Upper Intermediate</strong></td>
<td>You should be able to extract detailed information from articles or radio and video extracts; discern formal and informal language with the use of various registers; use relative clauses/or approximately 140 hours of formal prior study/or have a good but “rusty” A-level</td>
<td>You should be able to handle complex tenses such as pluperfect, past conditional or past historic in French or reported speech in German/or approximately 160 hours of formal prior study/or have a recent A-level</td>
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<td>You should have some knowledge of the subjunctive, the use of since/for/during and gerunds. For students already quite fluent who can understand sources such as newspapers. You should be able to follow discussions on topics of current interest/or approximately 120 hours of formal prior study/or have a “rusty” A-level</td>
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### Language courses

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<tr>
<th>Code</th>
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<th>Start dates</th>
<th>Notes</th>
<th>Hours of tuition per term</th>
<th>Class times</th>
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<td>CS1869</td>
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<td>Module 1: Tue 1st Oct 2013 Module 2: Tue 28th Jan 2014 Module 3: Tue 29th Apr 2014</td>
<td>20 hours over 10 weeks</td>
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<td>This intensive course has 3-hour sessions.</td>
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<tr>
<td>CS1810</td>
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<td>Module 1: Thu 3rd Oct 2013</td>
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<td>20 hours over 10 weeks</td>
<td>18.30 – 20.30</td>
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<td>Notes</td>
<td>Hours of tuition per term</td>
<td>Class times</td>
<td>Price per term</td>
<td>Price per 3 terms if booked together</td>
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Translation Studies
Institute of Linguists Educational Trust (IOLET) Diploma in Translation

This course is designed to prepare candidates for the Chartered Institute of Linguists Diploma in Translation examination. In each of the three free-standing modules, you will work on practical translation assignments, such as past papers and/or papers of a similar length and difficulty. We may also use shorter papers to familiarise you with the requirements of the course or specific text types or domains. The first translation practice module starts in January. The two-term theory module (starting in September each year) provides a theoretical framework with a practice-related approach.

### IOLET Diploma in Translation, Module 3, Autumn Term

**Course code:** CS5005  
**Course fee:** £410  
**Start dates:** Monday 30th September 2013  
**Class time:** Distance learning course  
**Duration:** 10 weeks

This module is designed for those who have registered to sit IoLET Diploma in Translation examinations the following January. It will facilitate the further development of your translation skills, your awareness of translation challenges and your ability to work autonomously towards a professional standard. The course aims to build up final impetus, prepare you for the pressure of the examinations and ensure that your translation skills, as well as examination technique, are fully polished.

### IOLET Diploma in Translation, Module 1, Spring Term

**Course code:** CS5003  
**Course fee:** £415  
**Start dates:** Monday 27th January 2014  
**Class time:** Distance learning course  
**Duration:** 10 weeks

Modules 1 and 2 consist of six assignments and two 30-minute tutorials by telephone, Skype or email. The modules follow the pattern of the IoLET’s examination, so you will be practising general and semi-specialist translation. Assignments will normally be Chartered Institute of Linguists exam papers. Please note that students bear the cost of telephone tutorials.

### IOLET Diploma in Translation, Module 2, Summer Term

**Course code:** CS5004  
**Course fee:** £415  
**Start dates:** Monday 28th April 2014  
**Class time:** Distance learning course  
**Duration:** 10 weeks

Modules 1 and 2 consist of six assignments and two 30-minute tutorials by telephone, Skype or email. The modules follow the pattern of the IoLET’s examination, so you will be practising general and semi-specialist translation. Assignments will normally be Chartered Institute of Linguists exam papers. Please note that students bear the cost of telephone tutorials.

For more information on the courses offered, email translation@city.ac.uk or call 020 7040 8751
We run a range of innovative, practical writing courses, taught by professional authors and editors. Whether you’re interested in writing children’s books, short stories, novels, magazine articles or are just thinking of taking that first step towards creative writing, our tutors are all experts in their field and uniquely placed to help you explore your writing within a supportive learning environment.
With a proven track record and 10 years’ experience in the field, City University London is the go-to place for anyone looking to develop their writing.

In 2013/14, in addition to our regular portfolio, we are introducing three new courses: a one-day workshop “Travel Writing”; “Narrative Non-fiction Part 2”, a monthly course for those looking to develop their non-fiction projects to an advanced level; and “Ideas, Stories, Plots: How to Construct the Framework of Your Novel”, an interactive one-day workshop for anyone planning or writing a novel.

We are also continuing with the success of “The Novel Studio”, a one-year programme for anyone serious about developing a novel and establishing links with agents and publishers. Read about our growing list of published alumni on our website www.cityshortcourses.com.

Throughout the year we also run writing events and one-off workshops. For up-to-date writing short course information, follow us on Twitter @writingmatters1.

“I owe a lot to the course, as it pushed me into a place where I felt confident enough to work alone and have faith in my own writing ability.”

Rachel Zadok, novel graduate and author of Gemsquash Tokoloshe (Pan Macmillan, 2005), winner of Richard & Judy How to Get Published Competition

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Writing Programme’s Structure

**Beginners’ Courses**
- An Approach to Creative Writing
- Introduction to the Craft of Writing
- Travel Writing
- Writing for Children

**Intermediate Courses**
- Freelance Writing: How to Get Published in Print and Online
- Ideas, Stories, Plots: How to Construct the Framework for Your Novel
- Narrative Non-Fiction Part 1
- Novel-Writing and Longer Works
- Short Story Writing

**Advanced Courses**
- Narrative Non-Fiction Part 2
- The Novel Studio
- Writers’ Workshop
Fiction Writing

An Approach to Creative Writing

Course code: CS1201
Course fee: £230
Start dates: Monday 30th September 2013
Monday 27th January 2014
Monday 28th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

This course will explore how to find inspiration and how to make your writing lively and engaging. Students learn the key elements of fiction writing, particularly in relation to short stories, such as structure, characterisation, dialogue, point of view, narrative voice, style and how to develop, sustain and end a story. Depending on students’ particular interests we may also look specifically at novel writing, experimental writing and the craft of writing poetry. Students also learn how to sustain their practice as a writer and how to revise and edit their own work.

“An excellent course, which has given me the tools I need to pursue a new passion.”
Paul Berry

Introduction to the Craft of Writing

Course code: CS1203
Course fee: £230
Start dates: Tuesday 1st October 2013
Tuesday 28th January 2014
Tuesday 29th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

This course explores the craft and process of writing creatively and will enable you to move from direct experience to writing fiction. Schematically organised, the course will cover sources for raw material, fictional techniques and developing a writing voice. You will be encouraged to listen to each other’s written work and learn how to give and receive constructive feedback. Class exercises, weekly writing assignments, discussion of published authors and short talks will all contribute to your learning process. As the course progresses you will be encouraged to combine your own ideas with the elements of craft, focused on during the course, to produce a story or poem(s).

“Very, very, very interesting course. It’s a course I would definitely recommend for students to take, especially Journalism students because it will help to improve their writing skills.”
Akiotu Steven

Writing for Children

Course code: CS1211
Course fee: £230
Start dates: Monday 30th September 2013
Monday 27th January 2014
Monday 28th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

This course is for students who would like to write books for children and/or young adults. The reading age covered is roughly 3–16. By studying a range of texts, including picture books, easy readers and longer novels, you will learn the key principles in writing successfully for this market. You will examine techniques used by a variety of different published authors and see how these can be applied to your own original stories. By the end of the course, students should have a strong grasp of what it takes to succeed in the tough but rewarding world of writing for children.
Martie de Villiers’ debut novel City of Blood – published in May 2013 – has taken seven years to write.

Brought up in South Africa, Martie studied psychology and sociology at university and then worked as a tennis coach, in HR and, finally, Commodities, but she always wanted to write. By the time she attended her first course at City University London, “Writers’ Workshop” in 2006, Martie was already writing in her spare time.

“City gave me invaluable insight into the industry,” says Martie. “You can’t always read up on how to be a writer,” she adds. “There are things you actually need to learn from those with experience in the publishing industry.” Thanks to the course, her writing developed.

“Before the writing courses at City I wrote very detailed stories and said the obvious, but feedback on your writing helps and I realised that I didn’t have to show every action in my writing.”

Martie soon discovered how isolating writing can be. With fellow course members she formed a writing group.

“We met up and read each other’s work and gave feedback, because by sharing you see yourself becoming better... You need feedback to keep up your motivation. Comforting words from family and friends will not develop your writing and story in the same way as feedback from fellow writers.”

She began to attend as many talks by writers as possible: “You need to study the craft and keep going.”

In 2003 she read a news story in a local Johannesburg paper about a murder where the culprits escaped. It inspired her to write the story about Siphiwe, a young orphan whose life dramatically changes when he meets two dangerous men in Johannesburg; this developed into City of Blood. Growing up in South Africa, Johannesburg is a city Martie says she would never want to get lost in: her mother was a social worker and used to come home with horror stories about what she had witnessed. Martie wanted to understand the violence of the city and its consequences and dedicated herself to writing these stories.

After a few years working on her novel, Martie sent three chapters to just one agent, Euan Thorneycroft. He signed her straightaway. After further redrafts, her book went out to publishers. She didn’t expect an answer for months, but just six weeks later Martie got an offer: a two book deal with the prestigious Harvill Secker.

Story: Sophie Gost.
**Intermediate courses**

**Ideas, Stories, Plots:** How to Construct the Framework of Your Novel

**Course code:** CS3212  
**Course fee:** £120  
**Start dates:**  
Friday 27th September 2013  
Friday 17th January 2014  
Friday 18th April 2014  
**Class time:** 12.00 – 16.00  
**Duration:** One day  
This course focuses on the structuring and plotting skills that published novelists have to develop. The sheer length of a novel means that it needs an inbuilt skeleton which lets the story unfold and gives it rhythm and pace. This course will give you the insights, tools and techniques to help you do this. After completion you should understand the importance of creating a structure for your novel, how to go about doing so and which common pitfalls to avoid. Most of all, you should leave feeling excited about it. Come ready to talk as much as to listen – it will be a fun, interactive session that will give you lots of opportunities to apply the ideas and principles discussed to your own writing.

**Novel Writing and Longer Works**

**Course code:** CS1207  
**Course fee:** £230  
**Start dates:**  
Monday 30th September 2013  
Monday 27th January 2014  
Monday 28th April 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  
This course focuses on the skills required to sustain a work of longer fiction. Through exercises, lectures, selected reading and workshop discussion, you will develop an understanding of essential novel writing techniques: plot, structure, character, dialogue, pace and setting. The second half of the course will include workshop/peer review of students’ own writing.

**Short Story Writing**

**Course code:** CS1205  
**Course fee:** £230  
**Start dates:**  
Wednesday 2nd October 2013  
Wednesday 29th January 2014  
Wednesday 30th April 2014  
**Class time:** 18.30 – 20.30  
**Duration:** 10 weeks  
This course enables both new and experienced writers to gain confidence in exploring and developing their creativity through class exercises and discussion. You will learn practical writing skills such as structure, characterisation and dialogue, and will examine the work of key contemporary short story writers. The aim of this course is to complete a short story by the end of the term.

“Great to get you writing. Great teacher with sympathetic, can-do attitude. Highly recommended.”  
Peter Beech

“I was taken seriously as someone who wants to write. I learnt a lot and received detailed feedback on my writing. My level of confidence has increased as a result of this course.”  
Janet Howcroft
Advanced courses
The Novel Studio

Course code: CS3110
Course fee: £2,100
Start dates:
Tuesday 30th September 2014
Tuesday 27th January 2015
Tuesday 28th April 2015
Class time: 18.30 – 20.30
Frequency: Twice a week
(Tuesday and Thursday)
Duration: 60 weeks

“The Novel Studio” offers 15 selected students the unique opportunity to work exclusively on their novels for a year. Six modules, taught by professional writers and editors, guide the student through the tricky terrain of novel writing, from plotting, planning and researching a novel, through to character development, pacing, narrative voice and style, revisions and editing.

Students are also prepared for the presentation of their work to agents and publishers. By the end of the course, students will have developed the skills needed to draft their novels and the necessary materials to interest an agent in their work: three polished chapters, a professional-standard synopsis and a covering letter. Students are also trained for public readings, culminating in a prestigious showcasing of their novels-in-progress to industry guests. With visits from established writers, agents and editors, the course has strong links with the publishing industry and an impressive publication record. Please note that this is a selective entry course and requires attendance for all three terms.

“How to Apply for 2014/15

Candidates should submit the following to Emily Pedder, The Enterprise Office, City University London, Northampton Square, London EC1V 0HB between 1st March and 1st June 2014:

• A brief CV;
• A portfolio of original fiction of no more than 2,000 words in total.

Shortlisted candidates will be invited to interview. For further information, please email emily.pedder.1@city.ac.uk.

“I benefited enormously from being able to develop my novel in an environment that was both demanding and supportive, and my writing improved considerably over the course. The tutorial guidance is excellent and sensitively applied. The standard of students is very high, and one of the best benefits was forming a long-term relationship (and friendship) with such talented fellow-writers.”

Penny Rudge, Novel Studio alumna and author of Foolish Lessons in Life and Love (Little, Brown, 2010)

“Emma [Sweeney] is a brilliant tutor. [We had] opportunities to try out techniques in a very supportive environment as well as to meet others involved in the same process.”

Ali Thurm

Emma [Sweeney] is a brilliant tutor. [We had] opportunities to try out techniques in a very supportive environment as well as to meet others involved in the same process.”

Ali Thurm
Writers’ Workshop

Course code: CS3209
Course fee: £295

Start dates:
Friday 4th October 2013
Friday 31st January 2014
Friday 2nd May 2014

Class time: 18.30 – 20.30

Duration: 10 weeks

This is an advanced fiction writing course designed to help experienced writers move ongoing work towards a publishable standard. Students’ fiction (chapters from novels or short stories) will be circulated in advance and then constructively critiqued within the group. You will also submit and workshop a synopsis of your novel; write an author biog and covering letter to send to agents and publishers; or select a topic for proposed discussion in class (e.g., pace, multiple viewpoints). The size of this class will be restricted to 12 students, so early application is advised.

“[The course] completely changed my approach to writing and I feel it improved my writing ability massively.”
Graeme Maughan
Freelance Writing: How to Get Published in Print and Online

Course code: CS1765
Course fee: £340
Class time: 18.30 – 20.30
Duration: 10 weeks

This course focuses on the journalism skills required to help you get articles published in magazines, newspapers and online from developing an initial idea right through to publication. It is a highly practical course which will cover pitching ideas, exploring outlets, interview skills, writing to a formula and social networking. You will be expected to share your written work with the group as well as with the tutor, and give and receive feedback in class. Skills covered include interviewing and reporting, integrating facts and accessing creativity. Topics may include any that you wish to bring, for example, writing on health, food and travel. Please note this is a course for those interested in freelance writing as a journalist. It is not suitable for those looking to publish short stories, novels or poetry.

“Very useful introduction for anyone thinking about getting into freelancing but not sure where to start or for people who need a bit more confidence to get going.”

Narrative Non-Fiction Part 1

Course code: CS1220
Course fee: £230
Start dates: Tuesday 1st October 2013, Tuesday 28th January 2014, Tuesday 29th April 2014
Class time: 18.30 – 20.30
Duration: 10 weeks

This course follows the stages of a writing project – whether short reports, features, articles or full-length books – from planning through writing to editing the typescript ready for publication. The course begins with an outline of the various genres (biography, memoir, travel, history, science writing and politics) and then looks at each stage in detail, from first thoughts on how to construct a narrative to the writer’s toolkit, portrait-painting, character-building, the importance of endings and beginnings, and the difficult business of finding your voice. The aim is to encourage and inspire through group discussion and individual exercises. There is no assessment, but the course aims to teach students how to edit and judge their own work. Guidance will also be given on how to prepare a book proposal.

“Do it! Very good course.”
Jamie Thompson

Narrative Non-Fiction Part 2

Course code: CS1222
Course fee: £240
Start date: Saturday 25th January 2014
Class time: 10.00 – 13.00
Duration: 6 Saturdays over 6 months

Narrative Non-fiction Part 2 is an add-on to the original “Narrative Non-Fiction” course. The aim is to encourage students to begin work on a specific project and to provide additional preparation for students thinking of applying to the MA in Creative Writing (Non-Fiction). The course runs workshop-style on a monthly basis on Saturday mornings, giving students a chance to work on their project in between sessions. The workshops will explore in more depth the scope of narrative and the techniques necessary to achieve an effective writing style. Through discussion and exercises we will look at planning, writing and editing, with the students’ specific projects in mind. As part of the course, each student will be offered a one-to-one tutorial. Discussion topics may include narrative, structure, research, word power, scene-setting, voice, crafting, fine-tuning, and endings and beginnings.
Travel Writing

Course code: CS1212

Course fee: £120

Start dates:
Friday 20th September 2013
Friday 17th January 2014
Friday 18th April 2014

Class time: 10.00 – 16.00
(Includes 1-hour break)

Duration: One day

Travel writing is one of the most enjoyable forms of journalism. There is also a wide market for freelance contributions to newspapers and magazines and also for books about travel. This practical one-day workshop will combine tuition with writing exercises to help the student understand how to produce excellent work and how best to market it.
Short courses at a glance
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<th>Subject area</th>
<th>Specialism</th>
<th>Course title</th>
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<th>Day</th>
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<td>Digital Marketing: An Introduction</td>
<td>CS1794</td>
<td>Mon &amp; Tue</td>
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</table>
Travel Directions
City University London’s central London location is well served by public transport. All the University buildings are easily accessible by tube, bus and rail.

By bus

There are a number of bus routes that run close to Northampton Square:

4, 19, 30, 38, 43, 55, 56, 63, 73, 153, 205, 214, 243, 274, 341, 394, 476.

By tube

The nearest Underground station is Angel on the Northern line. Other stations nearby are Old Street on the Northern line (City Branch) and Barbican and Farringdon on the Metropolitan, Circle and Hammersmith and City lines. All University buildings are about ten minutes’ walk from the nearest Underground station.

By car

Parking in the roads surrounding the Northampton Square site is pay and display (free after 6.30pm). The nearest National Car Parks to Northampton Square are on Pear Tree Street and Bowling Green Lane. Please note that City University London is situated within the Congestion Charge Zone. For further information see www.ncp.co.uk

Photography: Sophie Gost