Thousands of people take a short course each year. Many find their careers take a new direction. Why not join them?

Start your story here.

On the cover:
Nasreen Choudhury teaches the introductory law short courses and is profiled on page 22.
Contents

Learning at City University London 4
Term dates 2015/16
Location
Fees
Enrolment
Contacting the programme team
After enrolment
Further information

Business 6
Banking and finance
Enterprise and small business management
Essential business skills

Marketing and PR 16
Introduction to Law 20
Computing 24
Microsoft Office, Excel and VBA
Design and visualisation
Game and mobile app development
Web development
Java, Ruby and Scala
Data analysis and data management
.NET programming
Programming in C and C++ and financial engineering
Operating systems

Creative Industries 44
Filmmaking
Event management
The business of art and music

Writing 50
Fiction writing
Beginners’ courses
Intermediate courses
Advanced courses
Non-fiction writing

Languages 58
Types of language courses
Assessing your language level

Translation studies 76
Institute of Linguists Educational Trust (IoLET) Diploma in Translation

Short courses at a glance 79
Terms and conditions 85
Travel directions 87
Learning at City University London

Ideally positioned between the City of London and Tech City, Europe’s fastest growing technology cluster, City University London provides first-rate open-access evening and weekend short courses.

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 and 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 email us at shortcourses@city.ac.uk if you would like to discuss this further.

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 at Angel, Farringdon and Old Street
- An excellent range of courses that are flexible, targeted and competitively priced
- Classes held in the evenings and at the weekends to fit in with busy schedules
- The opportunity to learn alongside a diverse and highly motivated peer group.

You can choose from over 120 courses in subjects across business, marketing, law, computing, creative industries, languages, translation studies 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 10 classes lasting 2 hours 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, e.g. extending the term by two weeks.

For more information about the courses including reading lists, learning outcomes and tutor biographies, visit www.city.ac.uk/courses/short-courses.

If you are ready to pay for your selected course, go directly to estore.city.ac.uk.

This prospectus is intended to provide a sampling of the short courses we offer. City University London also provides a selection of continuing professional development programmes for lawyers, translators and healthcare practitioners. For corporate clients we offer our bespoke Cass Executive Education programme, tailored to your organisation’s needs and objectives. Visit www.city.ac.uk/study/professional-development.
Term dates 2015/16
Autumn term (Term 1): 5th October to 12th December 2015
Spring term (Term 2): 11th January to 18th March 2016
Summer term (Term 3): 25th April to 1st July 2016

Location
Classes are held at the main University campus at Northampton Square unless otherwise specified. Please see page 87 for maps and travel information.

Fees
The fees for each course are specified in the course details. Fees are payable in full in advance without exception.

Enrolment
Enrolment must be completed online at estore.city.ac.uk. We accept all course bookings on a first-come, first-served basis and once a course is full, applicants are advised of the next available course. The most popular courses get filled quickly, so please book as early as you can to avoid disappointment and ideally no later than 10 working days before the start of the course.

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 and your request will be forwarded to the appropriate person. Please include the title of the course in your enquiry.

Further information
For the most recent course updates and detailed course information, go to www.cityshortcourses.com. New courses introduced during the year will be posted on the website. Please visit the University website www.city.ac.uk to find out more about the University facilities available to students or any events open to the public.

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. During busy periods, especially just before the start of 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 your confirmation email due to late enrolment or for any other reason, please telephone us before the first class to confirm that a place has been reserved for you
• All room numbers will be listed at the St John Street entrance and at reception in the Rhind Building (www.city.ac.uk/visit) on the first evening of each new term. Student ambassadors will provide directions. 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.

For the most recent course updates and detailed course information, go to www.cityshortcourses.com. New courses introduced during the year will be posted on the website. Please visit the University website www.city.ac.uk to find out more about the University facilities available to students or any events open to the public.

For the most recent course updates and detailed course information, go to www.cityshortcourses.com. New courses introduced during the year will be posted on the website. Please visit the University website www.city.ac.uk to find out more about the University facilities available to students or any events open to the public.
City University London business short courses attract both individual learners and business 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 courses 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 and encourage innovation.
Banking and finance

Bank Financial Management

Course code: CS1948
Course fee: £415
Autumn Term (Term 1): Thursday 8th October 2015
Spring Term (Term 2): Thursday 14th January 2016
Summer Term (Term 3): Thursday 28th April 2016
Class time: 18.30 – 20.30
Course duration: 10 weeks

The course begins by identifying and explaining the many instruments and markets banks use and operate in. It then provides an overview of the roles of banks and other financial organisations in advanced financial systems and the value they add to economies. Balance sheet and profit and loss statements are analysed to understand banks’ commercial and investment activities. Financial ratios from these statements are calculated to compare commercial banks’ relative financial performance and areas for improvement. A bank’s credit and interest rate exposures are also considered as well as methods to quantify and manage them. The course also considers the financial development of economies from a barter system to the current complex international system based on money. It analyses the causes and solutions to the current global financial crisis from a banking perspective.

“…beyond my expectations. I learned a huge amount of very useful information…”
Estefania Abad

Finance for the Non-Financial Manager

Course code: CS1762
Course fee: £415
Autumn Term (Term 1): Monday 5th October 2015
Thursday 8th October 2015
Spring Term (Term 2): Monday 11th January 2016
Thursday 14th January 2016
Summer Term (Term 3): Monday 25th April 2016
Thursday 28th April 2016
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course is aimed at middle to senior 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 explains the fundamentals of finance with the assumption of basic numeracy skills and provides a good understanding of standard financial statements and operational messages that can be derived from them. It then examines financial and performance ratios, 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 knowledge and skills gained in class immediately in their work and personal life. For successful completion of the course, business knowledge and experience are more important than the size of the organisation; owners of SMEs will find it equally suitable as senior managers of very large multinationals or consultants to large businesses.

International Finance

Course code: CS1996
Course fee: £415
Autumn Term (Term 1): Wednesday 7th October 2015
Spring Term (Term 2): Wednesday 13th January 2016
Summer Term (Term 3): Wednesday 27th April 2016
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course provides a practical and comprehensive introduction to the management of the financing activities of a large multinational company. Course content includes a description of the organisation and function of a corporate treasury department and the interaction with areas of a company. Practical examples are used to illustrate the nature of currency and interest rate risks and how they can be managed using various derivatives. Liquidity risk is also analysed. The types of bank inter-relationships and their management are discussed, the steps to arrange bank loans set out and the significance of the many clauses found in a typical loan agreement are analysed. Other domestic and international debt markets for finance and corresponding instruments available to a multinational company are also considered, as well as asset securitisation and trade finance. The course studies the wide-ranging use of time value of money and discounted cash flow in corporate finance and ends with a discussion of the causes and characteristics of the global financial crisis from a multinational perspective.
**Introduction to the City and Global Financial Services**

Course code: CS1788

Course fee: £415

Autumn Term (Term 1):
Tuesday 6th October 2015

Spring Term (Term 2):
Tuesday 12th January 2016

Summer Term (Term 3):
Tuesday 26th April 2016

Class time: 18.30 – 20.30

Course duration: 10 weeks

London’s financial district (known as the City) has been a leading global financial centre for many years and so provides a wide range of financial career opportunities. The course is global in its coverage of markets, instruments and financial risks. It provides a comprehensive introduction to the many organisations, markets and instruments of the City and their corresponding jargon. Credit, interest rate and currency risks are explained and practical examples used to illustrate their management with derivatives. The process of raising equity is set out with examples of how to analyse equity investment opportunities using fundamental analysis. Technical analysis is also explained. Financing and investing with many instruments are explained and discussed. Comprehensive examples are used to illustrate the practical aspects of many careers in the City. Regulation of the City and of banks is explained. The course ends with a general discussion of the causes and effects of the global financial crisis.

“The course is suitable for all levels and covers all the topics in the syllabus effectively.”

Aikaterini Bika

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**Risk Management in Banking and Finance**

Course code: CS1957

Course fee: £415

Autumn Term (Term 1):
Monday 5th October 2015

Spring Term (Term 2):
Monday 11th January 2016

Summer Term (Term 3):
Monday 25th April 2016

Class time: 18.30 – 20.30

Course 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.

“...a great course with a highly experienced, knowledgeable tutor...additionally, the class atmosphere was very friendly...”

Sirus P
## Starting up in Business

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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.

“Good grounding intro to small business, with the course covering the most important areas in starting and also running a successful business. The tutor shows a genuine interest in people’s ideas, providing good practical advice and tips based upon his own experiences in running a small business.”

David Armstrong

## Practical Financial Management for the Small Business

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<td>Class time: 18.30 – 20.30</td>
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This practical course is aimed at those interested in or already running their own business who want to learn how to record and prepare business accounts that comply with accounting standards and HMRC requirements. Students learn the basics of financial management for the small business and look at the essential elements of finance, including book-keeping, cost analysis, VAT returns, sources of funding, taxation and cash flow forecasts. The course will examine how these techniques can be integrated into all aspects of running a small business.

“It’s a great course for learning skills that you can use immediately instead of something theoretical that is not relevant to everyday use...”

Hayley Cordingley
David Curchin, Starting up in Business

David Curchin has 30 years’ experience in the business sector and currently heads the Organisation for Tourism and Hospitality Management and provides consultancy for higher education, small businesses and business start-ups.

“Teaching is a rewarding profession,” he explains. "I like working with people from different social and cultural backgrounds and helping students gain confidence so they can succeed in their ambitions."

David’s advice for anyone thinking about taking a short course at City University London is “to embrace the opportunity to meet like-minded people for networking and sharing ideas. It is also a great way for students to gain practical knowledge and support from tutors with relevant experience and a real understanding of their subject matter.”
## Strategic Planning for Small Business

| Course code: CS1771  |  |
|----------------------|  |
| Course fee: £415     |  |
| **Autumn Term (Term 1):** Thursday 8th October 2015 |  |
| **Spring Term (Term 2):** Thursday 14th January 2016 |  |
| **Summer Term (Term 3):** Thursday 28th April 2016 |  |
| **Class time:** 18.30 – 20.30 |  |
| **Course duration:** 10 weeks |  |

This course is designed for those who have had their own business for at least one year and want to take it to the next level. The course builds on itself every week so that by the end, each student will have the opportunity to present a strategic plan of his/her own business as a case study to the class. Topics covered in the course include: roles and responsibilities of a business owner, exit strategy, the “who,” “how” and “what” of strategic planning, internal and external business drivers, vision and mission statements, strategic objectives, marketing strategy, financial planning, SWOT analysis and other analytical tools, product lifecycle management, as well as core differentiation strategies and principles of change management.

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## Financial Modelling in Excel

| Course code: CS2564  |  |
|----------------------|  |
| Course fee: £540     |  |
| **Autumn Term (Term 1):** Monday 5th October 2015 Wednesday 7th October 2015 |  |
| **Spring Term (Term 2):** Wednesday 13th January 2016 |  |
| **Summer Term (Term 3):** Monday 25th April 2016 Thursday 28th April 2016 |  |
| **Class time:** 18.30 – 20.30 |  |
| **Course duration:** 10 weeks |  |

This introduction to financial modelling gives students the practical skills needed to construct robust financial models that can be used for business planning and evaluation. Students learn best practice design principles required for building flexible models using a range of excel techniques and functions which are applied when building a detailed financial model case study from scratch. The course assumes a sound understanding of the structure and composition of financial statements, specifically income statements, balance sheets and cash flow statements. Additionally, a good working knowledge of Excel including the use of Excel functions is required. This course has specific eligibility requirements listed on our website.

“Even if you use MS Excel on a daily basis this course is an eye opener on additional features that will add value to your work.”

Frank Odozi
Essential business skills

Building Communication Skills

Course code: CS1787
Course fee: £415

Autumn Term (Term 1): Wednesday 7th October 2015
Spring Term (Term 2): Wednesday 13th January 2016
Summer Term (Term 3): Wednesday 27th April 2016

Class time: 18.30 – 20.30
Course 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, subconscious communication of others. You will learn a range of tools and techniques to enhance your communication abilities in a range of situations.

“The tutor brought the course to life and made it very enjoyable. I loved the course from start to finish.”
Vincent Rawley

Coaching for Business

Course code: CS1789
Course fee: £415

Autumn Term (Term 1): Wednesday 7th October 2015
Spring Term (Term 2): Wednesday 13th January 2016
Summer Term (Term 3): Wednesday 27th April 2016

Class time: 18.30 – 20.30
Course duration: 10 weeks

In summer term 8 classes from 18.30 – 21.00

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.

“...a life changing course! I’m definitely another person after finishing it!”
Teressa Ganem

Advanced Coaching for Business

Course code: CS2767
Course fee: £415

Summer Term (Term 3): Tuesday 26th April 2016

Class time: 18.30 – 21.00
Course duration: 8 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”, together with 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.

“The tutor brought the course to life and made it very enjoyable. I loved the course from start to finish.”
Vincent Rawley

...a life changing course! I’m definitely another person after finishing it!”
Teressa Ganem
**Introduction to Leadership and Management**

Course code: CS1779
Course fee: £415

**Autumn Term (Term 1):**
Wednesday 6th October 2015  
Thursday 8th October 2015

**Spring Term (Term 2):**
Tuesday 12th January 2016  
Thursday 14th January 2016

**Summer Term (Term 3):**
Tuesday 26th April 2016  
Thursday 28th April 2016

Class time: 18.30 – 20.30
Course 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.

“[The tutor] is a great professional, he loves what he does and really motivates people. He is very helpful and always willing to help. It has been a great experience!”
Nuria N

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**Introduction to Human Resource Management**

Course code: CS1797
Course fee: £415

**Autumn Term (Term 1):**
Wednesday 7th October 2015  
Thursday 8th October 2015

**Spring Term (Term 2):**
Wednesday 13th January 2016  
Thursday 14th January 2016

**Summer Term (Term 3):**
Wednesday 27th April 2016  
Thursday 28th April 2016

Class time: 18.30 – 20.30
Course 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.

“[The tutor] is a great professional, he loves what he does and really motivates people. He is very helpful and always willing to help. It has been a great experience!”
Nuria N

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**Positive Psychology**

Course code: CS1941
Course fee: £415

**Autumn Term (Term 1):**
Thursday 8th October 2015

**Spring Term (Term 2):**
Thursday 14th January 2016

**Summer Term (Term 3):**
Thursday 28th April 2016

Class time: 18.30 – 20.30
Course 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 personal and working life. Topics studied on the course include: happiness, strengths, flow, hope, luck and optimism, emotional intelligence and resilience, mindfulness and meditation, positive relationships and empathy, wisdom and decision-making.

“Hugely enjoyable course...I liked the informal style, content and group participation.”
Sheila B
### Presentation Skills

- **Course code:** CS1781
- **Course fee:** £415
- **Autumn Term (Term 1):** Thursday 8th October 2015
- **Spring Term (Term 2):** Thursday 14th January 2016
- **Summer Term (Term 3):** Thursday 28th April 2016
- **Class time:** 18.30 – 21.00
- **Course duration:** 8 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.

“City’s location is great for professionals working in London and [the tutor] is an exceptional talent to have as a teacher – her skills get a 10/10 from me.”

Gregory Baylis-Hall

### Writing for Business

- **Course code:** CS1216
- **Course fee:** £415
- **Autumn Term (Term 1):** Thursday 8th October 2015
- **Spring Term (Term 2):** Thursday 14th January 2016
- **Summer Term (Term 3):** Thursday 28th April 2016
- **Class time:** 18.30 – 21.00
- **Course duration:** 8 weeks

This course is for business professionals who want to improve their writing for business skills. It is a highly practical course suitable for anyone whose job involves writing corporate documents, or who wants their business writing to stand out in a crowd. Topics covered in the course include: how to write marketing texts, mission statements, press releases, USPs and corporate documents for external, in-house, web and blog use; how to conduct interviews, how to edit documents, how to write speeches and how to write for the digital market. Students will be given homework and class exercises each week and tutor feedback will be given throughout the course. 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. Please note this is a course for those already working within a business environment. It is not suitable for those wishing to improve their English.

“The class equipped me with skills I could apply immediately in my job...Feedback from the tutor was very constructive.”

Samuel Desbaugh

### Project Management

- **Course code:** CS1768
- **Course fee:** £415
- **Autumn Term (Term 1):** Monday 5th October 2015
  - Tuesday 6th October 2015
  - Thursday 8th October 2015
- **Spring Term (Term 2):** Monday 11th January 2016
  - Tuesday 12th January 2016
  - Thursday 14th January 2016
- **Summer Term (Term 3):** Monday 25th April 2016
  - Tuesday 26th April 2016
  - Thursday 28th April 2016
- **Class time:** 18.30 – 20.30
- **Course 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.

“[The tutor] has been brilliant. His teaching style and depth of experience are up there with the best ‘Biz School’ tutors I’ve worked with. Excellent.”

Peter Spark
### The Business of the Visual Arts

**Course code:** CS1334  
**Course fee:** £415  
**Autumn Term (Term 1):**  
Tuesday 6th October 2015  
**Spring Term (Term 2):**  
Tuesday 12th January 2016  
**Summer Term (Term 3):**  
Tuesday 26th April 2016  
**Class time:** 18.30 – 20.30  
**Course duration:** 10 weeks  

This course is designed for emerging artists, potential or new gallery owners and individuals interested in working in the visual arts. It provides insight into the management of a gallery and an artist’s practice. Topics include: contracts and agreements, copyright, professional presentation, marketing and branding, art fairs and pricing structure. The course explores market mechanisms and business planning and includes a visit to an alternative gallery space as well as an artist’s studio.

### The Music Business: Records, Publishing and Finance

**Course code:** CS2364  
**Course fee:** £415  
**Spring Term (Term 2):**  
Tuesday 12th January 2016  
**Class time:** 18.30 – 20.30  
**Course 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.

“Everything was really amazing; I wish the course would have lasted longer...”  
Ilaria J

### Doing Business with China: Language and Culture

**Course code:** Tbc  
**Course fee:** £415  

This course will not run during 2015-16. Please email Yinghong.Huang.1@city.ac.uk to express interest for 2016-17.  
**Class time:** 18.30 – 20.30  
**Course duration:** 10 weeks  

Ever wondered what tea to serve to your business contact to seal the deal? If you are selling to the Chinese, this could make or break the sale! This new course covers the essential elements of Chinese business interactions as well as basic Mandarin communication. This is a course for complete beginners that runs for one term only. Each class is three hours long and is split equally between studying business etiquette and giving students a solid foundation in Chinese Mandarin. Students will learn the importance of hierarchy in the Chinese business culture, explore the intricacies of gift giving and business card exchange and familiarise themselves with the accepted codes of behaviour.
Marketing and PR

In an era when consumers are becoming increasingly sophisticated with their buying decisions and in identifying specific wants and needs, good marketing is what sets organisations apart from the competition by demonstrating value for money and creating brand awareness.

Businesses, public sector organisations and charities alike recognise marketing’s contribution to their continued success and strive to create personalised and highly relevant communications with their customers whilst consistently measuring their effectiveness. The advancement of social media has made access to customers’ hearts and minds much easier and quicker, and businesses can now influence their customers’ behaviour on the smallest of budgets.

Marketing and PR short courses at City University London inspire marketing novices and experienced practitioners alike to obtain knowledge of marketing techniques, understand current trends, learn about best practice, share ideas and expertise with fellow students and obtain personal feedback from tutors.
## Introduction to Marketing

- **Course code:** CS1796
- **Course fee:** £415

**Autumn Term (Term 1):**
Monday 5th October 2015

**Spring Term (Term 2):**
Monday 11th January 2016

**Summer Term (Term 3):**
Monday 25th April 2016

- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

Whether it is a product or a service, an idea or yourself, successful marketing is what sets you apart from the competition. This Marketing short course provides a comprehensive introduction to marketing and its main principles. It offers a mixture of lectures, discussion and group work, all of which aim to explore how individuals and organisations can gain a competitive advantage by applying marketing tools and techniques and by adopting a customer orientation.

## Strategic Marketing

- **Course code:** CS2769
- **Course fee:** £415

**Autumn Term (Term 1):**
Tuesday 6th October 2015

**Spring Term (Term 2):**
Tuesday 12th January 2016

**Summer Term (Term 3):**
Tuesday 26th April 2016

- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

Aimed at those with a good understanding of 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.

## Introduction to Digital Marketing

- **Course code:** CS1794
- **Course fee:** £415

**Autumn Term (Term 1):**
Monday 5th October 2015
Tuesday 6th October 2015

**Spring Term (Term 2):**
Monday 11th January 2016
Tuesday 12th January 2016

**Summer Term (Term 3):**
Monday 25th April 2016
Tuesday 26th April 2016

- **Class time:** 18.30 – 20.30
- **Course 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.

“Tutor was excellent – helpful and experienced; the content was relevant. As an overview to the subject, I would highly recommend this course. I met like-minded people who were all interested and attentive. Good price, great location and length, would highly recommend to others.”

Chris Parker
Martin Deal, Digital Marketing

Martin Deal’s relationship with City goes back to 1980 when he became the very first MBA graduate from City University Business School (now Cass Business School).

He started his career as a project accountant in the computer industry and moved into marketing and sales, general management and then consultancy. He has advised small businesses for over 25 years.

Martin runs the Digital Marketing sessions from a business point of view, using personal experience and real life examples and drawing on the experiences of his students to explain the points of the discussion.

Martin says that taking a short course “is a fantastic opportunity to try out new things – and get them wrong without embarrassment – in the surroundings of like-minded peers.” He believes his short course helps students not only gain new knowledge but also increases confidence in their abilities.
Strategic Digital Marketing

Course code: CS2768
Course fee: £415
Autumn Term (Term 1): Wednesday 7th October 2015
Spring Term (Term 2): Wednesday 13th January 2016
Summer Term (Term 3): Wednesday 27th April 2016
Class time: 18.30 – 20.30
Course duration: 10 weeks

Topics covered in the course include: understanding the planning process, content marketing, situation analysis, mobile marketing best practice, actions and control, digital marketing optimisation and effective use of social media platforms. This is an applied course which requires homework to prepare for class time.

Integrated Digital Marketing: Intensive

Course code: CS0321
Course fee: Tbc
Start Date: Saturday Tbc
Class time: Tbc
Course duration: Varies

The line between online and offline is becoming less distinct for both consumers and businesses. Consumers are increasingly sophisticated and highly connected, wanting products and information that is personalised, relevant and convenient with a consistency across all digital channels. This course delivers a practical understanding and application on how to create a seamless online presence, ensuring continuity of message across all digital platforms to deliver a more effective marketing strategy and measurable return on investment.

NEW

Intro to Public Relations: How to Engage with Media in a Digital Age

Course code: CS1760
Course fee: £415
Autumn Term (Term 1): Thursday 8th October 2015
Spring Term (Term 2): Thursday 14th January 2016
Summer Term (Term 3): Thursday 28th April 2016
Class time: 18.30 – 20.30
Course duration: 10 weeks

From the considered Tweet or Instagrammed image to the press release, technology is changing the way businesses and individuals communicate their public relations message. Designed for entrepreneurs, business owners and those interested in pursuing a career in PR, this course offers an introduction to the essentials needed to run an effective modern public relations campaign. Topics include: do’s and don’ts when using social media for PR, how to find and engage with journalists, use of images and clarifying your message using words, pictures or videos, as well as crisis management. Based on case studies, interviews with practitioners, lively exercises and up-to-the-minute hand-outs, the course is led by an experienced journalist and offers insider perspective on “getting press” in a rapidly changing digital age. Learning outcomes include: the ability to identify story opportunities in the media and write appropriate pitches, writing an effective press release, planning and running a six-month PR campaign and delivering a persuasive PR presentation.

“There was a ‘depth of content’ and good discussion around the issues.”
– Anon
Introduction to Law

The law’s supremacy as part of our constitution entails that the substantive nature of the law should be learnt by those who are subject to it. The introductory law short courses at City University London provide the foundations to understanding and learning the law.

Legal problems occur in society, in an individual’s life or in international matters. How these problems are resolved with reference to controversial and political matters forms part of the learning. Other skills acquired include drafting, advocacy and analytical skills, particularly through discussion of real life cases.

The short introductory law courses provide a good understanding of the law to enable students to further their studies at higher level courses in Law and gain sufficient knowledge for building careers in various fields. They are especially empowering for individuals as they gain better understanding of the Constitution and the State Constitution and the State.
Law plays a significant role in the structure and organisation of human affairs. During the course, students learn how to access the law, distinguish between common law and legislation and the civil and criminal legal system. They learn components necessary to prove a case, e.g. what is required to prove theft or negligence. The students learn practical skills enhancing their knowledge of law through advocacy and drafting exercises. 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 also considered.

Human rights law is a pervasive subject, particularly as UK legislation needs to be compatible with the European Convention on Human Rights signed in 1950. Students are given cases from various areas of law including family, criminal, refugee and employment law within which human rights articles have been invoked. In this course students learn what the specific rights are. In addition, they learn about the rights and obligations that the state and the individual respectively have. Lively discussions are held on current issues concerning human rights, e.g. the application of the law to suspected terrorists, or the exercise of freedom of expression concerning articles that may appear obscene. 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, discrimination and terrorism law.

“I really enjoyed this course. The tutor was approachable and patient with our questions.”
Hayley Brock
**Nasreen Choudhury, Introduction to Law**

Nasreen Choudhury is an experienced solicitor accredited by the Law Society under the Immigration and Asylum Accreditation Scheme (IAAS). She is passionate about teaching the introduction to law courses.

"Law is pervasive," she says. "It may touch on all aspects of our lives from family rights to whether a country can dump pollution in the high seas. Hence law is extant for everybody and here at City short courses we endeavour to teach through real life situations how the law applies to you."

She continues, "Here at City, we take a fresh look at the law, we learn the law, we tackle critical issues, we consider leading cases from which by the end of the course students can make their own determinations of the issues they are presented with."
<table>
<thead>
<tr>
<th><strong>Immigration and Asylum Law</strong></th>
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<tbody>
<tr>
<td><strong>Course code:</strong> CS1991</td>
</tr>
<tr>
<td><strong>Course fee:</strong> £415</td>
</tr>
<tr>
<td><strong>Autumn Term (Term 1):</strong></td>
</tr>
<tr>
<td>Thursday 8&lt;sup&gt;th&lt;/sup&gt; October 2015</td>
</tr>
<tr>
<td><strong>Spring Term (Term 2):</strong></td>
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<tr>
<td>Thursday 14&lt;sup&gt;th&lt;/sup&gt; January 2016</td>
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<tr>
<td><strong>Summer Term (Term 3):</strong></td>
</tr>
<tr>
<td>Thursday 28&lt;sup&gt;th&lt;/sup&gt; April 2016</td>
</tr>
<tr>
<td><strong>Class time:</strong> 18.30 – 20.30</td>
</tr>
<tr>
<td><strong>Course duration:</strong> 10 weeks</td>
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</table>

Students in the “Immigration and Asylum Law” course learn what the sources of law are. They are provided with refusal letters and case determinations in order to understand what the decision maker is considering, e.g. in a spousal refusal the judge may be examining the intention of the parties. Then discussion is held on the evidence that can demonstrate intention. Case scenarios are given to students drafted similar to examination questions so those students who wish to progress their career in immigration law may be better prepared. During the course the following topics are covered: nationality, visiting the UK, points based system applications from students and workers, marriage and family applications, asylum applications and appeals, human rights impacting on immigration and asylum matters, European Union law, removal, deportation and appeals.

“...extremely interesting and useful to my everyday legal work...”

Sukhi Bakhshi
Computing

City University London offers a wide range of hands-on, commercially relevant and up-to-date courses in Computer Science and Design Software to choose from depending on your perceived skills gap or chosen career path. All courses are tutor-led with scope for guided practice in class and informative feedback. Theory is covered where it supports the practical emphasis, thereby combining the best practice of university learning 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.
Microsoft Office, Excel and VBA

**MS Access Database**

- **Course code:** CS1594
- **Course fee:** £415
- **Autumn Term (Term 1):**
  - Thursday 8th October 2015
- **Spring Term (Term 2):**
  - Monday 11th January 2016
- **Summer Term (Term 3):**
  - Wednesday 27th April 2016
- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

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.

**Access VBA Programming**

- **Course code:** CS1549
- **Course fee:** £460
- **Spring Term (Term 2):**
  - Thursday 14th January 2016
- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

The course teaches in-depth Access VBA programming techniques that enable the developer to go beyond capabilities offered by basic Access usage and smooth out the rough edges that Access leaves behind. This fully hands-on course provides hundreds of example programs that you can modify and deploy in your own database work. The course covers the three available object models (Access objects, DAO and ADO), explains the differences between them and how to use them confidently. The course concludes with examples of how to extend Access to interact with the other Microsoft applications such as Excel, Word and Outlook.

**Applied MS Excel for Business**

- **Course code:** CS1596
- **Course fee:** £460
- **Autumn Term (Term 1):**
  - Wednesday 7th October 2015
  - Thursday 8th October 2015
  - Friday 9th October 2015
- **Spring Term (Term 2):**
  - Monday 11th January 2016
  - Wednesday 13th January 2016
  - Friday 15th January 2016
- **Summer Term (Term 3):**
  - Wednesday 27th April 2016
  - Friday 29th April 2016
- **Class time:** 18.30 – 20.30
- **Course 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, logical tests, Pivot tables and what-if analysis. In the final week we look at the recording, running and basic editing of VBA macros.

“Useful for individuals looking to maximise their skills within a company.”

Anon
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course name</th>
<th>Course Fee</th>
<th>Autumn Term (Term 1)</th>
<th>Spring Term (Term 2)</th>
<th>Summer Term (Term 3)</th>
<th>Class Time</th>
<th>Course Duration</th>
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</thead>
<tbody>
<tr>
<td>CS2565</td>
<td>Visual Basic for Applications (VBA) in Excel, Part 2</td>
<td>£540</td>
<td>Wednesday 7th October 2015</td>
<td>Wednesday 13th January 2016</td>
<td>Wednesday 27th April 2016</td>
<td>18.30 – 20.30</td>
<td>10 weeks</td>
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</table>

This introduction to financial modelling gives students the practical skills needed to construct robust financial models that can be used for business planning and evaluation. Students learn best practice design principles required for building flexible models using a range of Excel techniques and functions which are applied when building a detailed financial model case study from scratch. The course assumes a sound understanding of the structure and composition of financial statements, specifically income statements, balance sheets and cash flow statements. Additionally, a good working knowledge of Excel including the use of Excel functions is required. This course has specific eligibility requirements listed on our website.

“Even if you use MS Excel on a daily basis this course is an eye opener on additional features that will add value to your work.”
Frank Odozi

“[The tutor] mixes the programming with the underlying object hierarchy, so I now understand both.”
David Hollins
Visual Basic for Applications (VBA) in Excel, Part 3

Course code: CS2566
Course fee: £540

Summer Term (Term 3): Monday 25th April 2016
Class time: 18.30 – 20.30
Course duration: 10 weeks

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

“Extremely professional, comprehensive, value for money course.”
Anupama Basu
## Design and visualisation

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<tr>
<th>Course</th>
<th>Course code</th>
<th>Course fee</th>
<th>Autumn Term (Term 1)</th>
<th>Spring Term (Term 2):</th>
<th>Summer Term (Term 3):</th>
<th>Class time</th>
<th>Course duration</th>
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<tbody>
<tr>
<td><strong>Introduction to AutoCAD:</strong></td>
<td>CS1588</td>
<td>£460</td>
<td>Monday 5th October 2015</td>
<td>Monday 11th January 2016</td>
<td>Monday 25th April 2016</td>
<td>18.30 – 20.30</td>
<td>10 weeks</td>
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<tr>
<td><strong>Intermediate AutoCAD:</strong></td>
<td>CS1511</td>
<td>£460</td>
<td>Thursday 8th October 2015</td>
<td>Thursday 28th April 2016</td>
<td>Thursday 28th April 2016</td>
<td>18.30 – 20.30</td>
<td>10 weeks</td>
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<tr>
<td><strong>Advanced AutoCAD:</strong></td>
<td>CS1587</td>
<td>£460</td>
<td>Thursday 8th October 2015</td>
<td>Thursday 14th January 2016</td>
<td>Thursday 28th April 2016</td>
<td>18.30 – 20.30</td>
<td>10 weeks</td>
</tr>
</tbody>
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- **Introduction to AutoCAD:** 2D Drawing Production
  - Course code: CS1588
  - Course fee: £460
  - Autumn Term (Term 1): Monday 5th October 2015
  - Spring Term (Term 2): Monday 11th January 2016
  - Summer Term (Term 3): Monday 25th April 2016
  - Class time: 18.30 – 20.30
  - Course duration: 10 weeks
  - This course is intended for those students who want to produce professional 2D drawings using AutoCAD 2015. 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.

- **Intermediate AutoCAD:** Professional Drawing Production and Management
  - Course code: CS1511
  - Course fee: £460
  - Autumn Term (Term 1): Thursday 8th October 2015
  - Spring Term (Term 2): Monday 11th January 2016
  - Summer Term (Term 3): Thursday 28th April 2016
  - Class time: 18.30 – 20.30
  - Course 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 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 2015.

- **Advanced AutoCAD:** 3D Drawing Production
  - Course code: CS1587
  - Course fee: £460
  - Autumn Term (Term 1): Thursday 8th October 2015
  - Spring Term (Term 2): Thursday 14th January 2016
  - Summer Term (Term 3): Thursday 28th April 2016
  - Class time: 18.30 – 20.30
  - Course duration: 10 weeks
  - This hands-on course is intended for those students who want to produce photo-real 3D models using AutoCAD 2015. 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.
<table>
<thead>
<tr>
<th>Introduction to Building Information Modelling with Autodesk Revit</th>
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<tr>
<td><strong>Course code:</strong> CS1589</td>
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<tr>
<td><strong>Course fee:</strong> £460</td>
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<td><strong>Autumn Term (Term 1):</strong> Thursday 8th October 2015</td>
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<td><strong>Course duration:</strong> 10 weeks</td>
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This is an introductory course intended for those students who want to introduce 3D building information modelling (BIM) to their AutoCAD projects for buildings and infrastructures. Starting in 2016 BIM is going to be a requirement for all governmental projects as a means to reduce capital cost and the carbon burden from the construction and operation of the built environment. This course will provide BIM workflows and technical skills to work with Revit.

<table>
<thead>
<tr>
<th>Using Adobe InDesign</th>
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<tr>
<td><strong>Course code:</strong> CS1508</td>
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<tr>
<td><strong>Course fee:</strong> £415</td>
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<td><strong>Autumn Term (Term 1):</strong> Monday 5th October 2015</td>
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<td><strong>Spring Term (Term 2):</strong> Monday 11th January 2016</td>
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<td><strong>Summer Term (Term 3):</strong> Monday 25th April 2016</td>
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<tr>
<td><strong>Class time:</strong> 18.30 – 20.30</td>
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<tr>
<td><strong>Course duration:</strong> 10 weeks</td>
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This course covers the key functionality of Adobe InDesign CC, the industry-standard design and publishing software and the techniques associated with laying out text and graphics for professional publications. Participants gain an appreciation of the fundamentals of typography, page layout and other page design principles. They are also shown how to apply these principles using InDesign thereby gaining hands-on experience in the art of successful page layouts.

<table>
<thead>
<tr>
<th>Digital Illustration with Adobe Illustrator</th>
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<tr>
<td><strong>Course code:</strong> CS1545</td>
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<td><strong>Course fee:</strong> £415</td>
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<td><strong>Autumn Term (Term 1):</strong> Wednesday 7th October 2015</td>
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<td><strong>Spring Term (Term 2):</strong> Wednesday 13th January 2016</td>
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<td><strong>Class time:</strong> 18.30 – 20.30</td>
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<td><strong>Course duration:</strong> 10 weeks</td>
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Working with Illustrator CC, this hands-on course provides a thorough introduction to this highly versatile industry-standard design package. Students create their own unique illustrations, clipart and logos using the key functions of Adobe Illustrator while learning the fundamental principles of design.

“Great course, well taught and good value for money. I now feel confident and excited to apply these skills in my job from the beginning of a project to the end, including the language used in the industry to dealing with printers and tips on good practice. Thank you!”

Anon

“I had seen intensive courses for the same price that were a few days in length but felt that my own style of learning would suit a longer course so there was more time for the techniques and skills to sink in.”

Liz Warrington
The “Digital Imaging with Adobe Photoshop” course provides a comprehensive basic knowledge of the industry’s most flexible photo editing and manipulation software. You will create collages, incorporate typography into images and discover how Photoshop can be used in conjunction with other industry standard packages such as Illustrator and InDesign. Throughout the course you will be shown shortcuts and tips which will aid workflow using the program. Realistic examples are used throughout.
Game and mobile app development

**Game Development Using Unity 3D: An Introduction to Unity 3D**

- **Course code:** CS2605
- **Course fee:** £415

**Autumn Term (Term 1):**
Friday 9th October 2015

**Spring Term (Term 2):**
Friday 15th January 2016

**Summer Term (Term 3):**
Friday 29th April 2016

- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

This is a short practical course to teach the fundamentals of the Unity3D tool using C# scripting for games applications that will allow you to design and implement interactive applications for Standalone and Web platforms. By the end of the course, learners will know how to create a prototype playable game in Unity using C#.

**iOS Programming**

- **Course code:** CS2600
- **Course fee:** £460

**Autumn Term (Term 1):**
Tuesday 6th October 2015

**Spring Term (Term 2):**
Tuesday 12th January 2016

**Summer Term (Term 3):**
Tuesday 26th April 2016

- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

This course is for those who can already program in a language such as Java, C++ or C# and can understand and implement Object-Oriented programs. It covers the fundamentals of iOS (iPhone, iPod, iPad) Programming, including Objective C, Swift and the UIKit Framework. It also covers the use of Xcode and Interface Builder in creating iOS apps. Topics covered include the Objective C language, the new Swift language, UIKit and Foundation Frameworks as well as the use of Interface Builder and Xcode. This is a hands-on course and feedback is given throughout. Please note that you will need a MacBook for this course.

“Informative course and great tutor [who] has helped me very much through face-to-face and email communication.”
Erion Vlada

**Creating Mobile Apps with Android**

- **Course code:** CS2602
- **Course fee:** £460

**Spring Term (Term 2):**
Tuesday 12th January 2016

**Summer Term (Term 3):**
Tuesday 26th April 2016

- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

Please visit [www.cityshortcourses.com](http://www.cityshortcourses.com) for information.
## Web development

### Web Authoring

<table>
<thead>
<tr>
<th>Course code: CS1586</th>
<th>Course fee: £415</th>
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| **Autumn Term (Term 1):** Monday 5th October 2015  
Friday 9th October 2015 | **Spring Term (Term 2):** Thursday 14th January 2016  
**Summer Term (Term 3):** Wednesday 27th April 2016 |
| **Class time:** 18.30 – 20.30 | **Course duration:** 10 weeks |

This is a hands-on course aimed at beginners with no previous knowledge of HTML. The course teaches the fundamental concepts in web design, management and implementation using HTML. Students are guided through a step-by-step process to create a fully functioning website using examples and exercises.

“A good course that enabled me to start building a website and got me interested in continuing with more courses to perfect the skill of web design.”

Benta Njururi

### Advanced Web Interfaces with CSS3 and HTML5

<table>
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<tr>
<th>Course code: CS2604</th>
<th>Course fee: £460</th>
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| **Autumn Term (Term 1):** Monday 5th October 2015  
**Spring Term (Term 2):** Monday 11th January 2016  
**Summer Term (Term 3):** Monday 25th April 2016 |
| **Class time:** 18.30 – 20.30 | **Course 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 mock-ups 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.

“It’s a good course for people who already have basic CSS skills. It will give you a bigger picture of what you can achieve with CSS...Course material was good with a lot of tricks and examples. Very helpful.”

Giulia K

### Web Programming Using PHP/MySQL, Part 1

<table>
<thead>
<tr>
<th>Course code: CS1559</th>
<th>Course fee: £430</th>
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| **Autumn Term (Term 1):** Thursday 8th October 2015  
**Spring Term (Term 2):** Thursday 14th January 2016  
**Summer Term (Term 3):** Tuesday 26th April 2016  
Thursday 28th April 2016 |
| **Class time:** 18.30 – 20.30 | **Course 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.

“Good balance between understanding the needs of beginners and pushing forward with content...a very positive experience.”

Daniel Harrison
**Web Programming Using PHP/MySQL, Part 2**

- **Course code:** CS2524
- **Course fee:** £430
- **Autumn Term (Term 1):** Tuesday 6th October 2015
- **Spring Term (Term 2):** Monday 11th January 2016
- **Class time:** 18.30 – 20.30
- **Course 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, the server-side data validation, on-the-fly generation of images, configuration of web development environments under Windows and UNIX and object-oriented programming in PHP 5.4.

“...the perfectly packaged PHP course...at the perfect speed, with homework to practise between sessions. The tutor was very good at explaining things to students at different levels of competence.”
Naomi Wilce

**JavaScript: An Introduction to JavaScript Programming and DOM Scripting**

- **Course code:** CS2606
- **Course fee:** £460
- **Autumn Term (Term 1):** Tuesday 6th October 2015
- **Spring Term (Term 2):** Wednesday 13th January 2016
- **Summer Term (Term 3):** Wednesday 27th April 2016
- **Class time:** 18.30 – 20.30
- **Course 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 learn how to use the HTML-DOM and external JavaScript libraries and AJAX. The course focuses on JavaScript best practices such as unobtrusive JavaScript and progressive enhancement.

“Good introduction to JavaScript basics. This would take you to the point where you can apply simple JavaScript on your website. Looking forward to the advanced course to build more complex scripts and implement my website.”
Martin G

**Advanced JavaScript for Websites and Web Applications**

- **Course code:** CS2608
- **Course fee:** £460
- **Autumn Term (Term 1):** Tuesday 6th October 2015
- **Spring Term (Term 2):** Tuesday 12th January 2016
- **Summer Term (Term 3):** Tuesday 26th April 2016
- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

Following on from the introductory course on JavaScript, this course focuses on advanced JavaScript notions and building more complex scripts and applications. Students explore such notions as JavaScript patterns, the “this” keyword, local storage, variable scoping and JavaScript performance and best practices. Students also focus on using JavaScript libraries to speed up simple tasks such as DOM (Document Object Model) selection, manipulation and event registration.
## Java, Ruby and Scala

### Object-Oriented Programming with Java, Part 1
- **Course code:** CS1509
- **Course fee:** £460
- **Autumn Term (Term 1):** Monday 5th October 2015
  - Friday 9th October 2015
- **Spring Term (Term 2):**
  - Tuesday 12th January 2016
  - Wednesday 13th January 2016
- **Summer Term (Term 3):**
  - Friday 29th April 2016
- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

This course teaches object-oriented programming skills using Java, the “learn once, apply anywhere” language. It is the first part of a two-term course aimed to cover the most important aspects of the Java language. This first part teaches the fundamentals of object-oriented programming, like objects and classes, state, conditions, loops, collections, error handling and an overview of inheritance. This is a great introduction to the fundamental concepts of object-oriented software engineering and development, such as classes, inheritance and polymorphism and is also recommended for students with no previous object-oriented programming experience that want to study Android and iOS programming, C#, .NET and Scala.

“Really good course – well paced and great material.”
Jerry Goddard

### Object-Oriented Programming with Java, Part 2
- **Course code:** CS2577
- **Course fee:** £460
- **Autumn Term (Term 1):** Wednesday 7th October 2015
- **Spring Term (Term 2):**
  - Tuesday 12th January 2016
  - Wednesday 13th January 2016
- **Summer Term (Term 3):**
  - Thursday 28th April 2016
- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

This course builds on “Object-Oriented Programming with Java, Part 1” by introducing a wider range of classes from the Java language, putting together complex applications such as multithreading and GUI, applying previously learned programming constructs using design patterns. Parts of the API covered are threads, GUI development and event handling using Swing, networking and I/O, alongside testing and design patterns. An introduction to lambdas and functional programming with Java 8 is covered at the end of the course.

“I’ve had a strong interest in technology all my life but had never done any Java programming until recently. Despite the fact it sometimes feels like my brain is going to explode with all the new info, I’m finding it really interesting and seem to be having more and more ‘eureka’ moments.”
Joe Goodall

### Building MVC Web Apps in Java EE with Spring and Hibernate
- **Course code:** CS2581
- **Course fee:** £440
- **Autumn Term (Term 1):** Thursday 8th October 2015
- **Summer Term (Term 3):**
  - Monday 25th April 2016
- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

The “Building MVC Web Apps in Java EE with Spring and Hibernate” course is suitable for students with a working knowledge of Java and a familiarity with creating web pages using HTML. Some knowledge of SQL and relational databases is also helpful. Students will learn to understand the fundamental architecture of n-tiered web applications and manually develop a library-like application with Java, JSPs and servlets. The focus of the course will then move to the Spring and Hibernate frameworks enabling the implementation of scalable, dynamic and distributed web apps developed for real-world, commercial scenarios. Lastly, this course briefly covers representational state transfer (REST) and aspect oriented programming (AOP).
### Introduction to Scala and Functional Programming

<table>
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<tr>
<th>Course code: CS2609</th>
<th>Course fee: £440</th>
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<tr>
<td>Autumn Term (Term 1): Monday 5th October 2015</td>
<td>Spring Term (Term 2): Tuesday 12th January 2016</td>
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<tr>
<td>Class time: 18.30 – 20.30</td>
<td>Course duration: 10 weeks</td>
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This course is a gentle transition from Java and the imperative programming paradigm to Scala and the functional programming paradigm. It shows how the inherited part of Java can be used in Scala parlance and introduces the main native Scala libraries in various contexts. The short course covers development of functional data structures, use of Lists, Collections, evaluation strategies and functional design patterns.

### Ruby for Java Developers and Introduction to Rails

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<tr>
<th>Course code: CS2610</th>
<th>Course fee: £440</th>
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<tbody>
<tr>
<td>Spring Term (Term 2): Tuesday 12th January 2016</td>
<td>Class time: 18.30 – 20.30</td>
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<tr>
<td>Course duration: 10 weeks</td>
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Please visit [www.cityshortcourses.com](http://www.cityshortcourses.com) for information.
# Data analysis and data management

## Database Design with SQL Server
- **Course code:** CS1512
- **Course fee:** £520
- **Autumn Term (Term 1):** Saturday 10th October 2015
- **Spring Term (Term 2):** Monday 11th January 2016
- **Summer Term (Term 3):** Monday 25th April 2016
- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks
  5 weeks (Saturdays)

This course is designed for students interested in both creating databases and then implementing them to a professional standard using Microsoft 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 .NET Framework and languages and pursue independent study of the subject at second-year undergraduate level and beyond.

“This class was the perfect beginning to understanding and applying SQL database design and querying to my own work.”

Christopher Rentsch

## Advanced Database Concepts with SQL Server
- **Course code:** CS2590
- **Course fee:** £520
- **Autumn Term (Term 1):** Monday 5th October 2015
- **Summer Term (Term 3):** Tuesday 26th April 2016
- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

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

“This class was the perfect beginning to understanding and applying SQL database design and querying to my own work.”

Christopher Rentsch

## Introduction to SQL and Relational Databases with Oracle
- **Course code:** CS1579
- **Course fee:** £460
- **Autumn Term (Term 1):** Tuesday 6th October 2015
- **Spring Term (Term 2):** Thursday 14th January 2016
- **Summer Term (Term 3):** Thursday 28th April 2016
- **Class time:** 18.30 – 20.30
- **Course 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.

“Really enjoyed the course. It’s already helped me get a new job.”

James Allison
**Essential PL/SQL and Database Administration for Oracle Database**

- **Course code:** CS2601
- **Course fee:** £440
- **Summer Term (Term 3):** Monday 25th April 2016
- **Class time:** 18.30 – 20.30
- **Course 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.

**Introduction to Rapid Application Development with Python**

- **Course code:** CS2611
- **Course fee:** £440
- **Summer Term (Term 3):** Wednesday 27th April 2016
- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

Please visit [www.cityshortcourses.com](http://www.cityshortcourses.com) for information.
The “.NET Object-Oriented Programming using C#” short course will allow you to design and implement programs on Microsoft’s .NET platform. By the end of the course you 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.

“I think the way the course has been designed and structured is excellent. There is the perfect balance between tutor help and self-learning. I find that I have a much deeper understanding of how the code works if I can write it myself and see it in action.”

Kier Finnegan
**Programming in C and C++ and financial engineering**

<table>
<thead>
<tr>
<th>C/C+ Introduction to Programming with C, Part 1</th>
<th>C/C++ Object-Oriented Programming with C, Part 2</th>
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<tbody>
<tr>
<td>Course code: CS1576</td>
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<tr>
<td>Course fee: £480</td>
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<td>Tuesday 6th October 2015</td>
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<td>Wednesday 7th October 2015</td>
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<td>Wednesday 27th April 2016</td>
<td><strong>Class time:</strong> 18.30 – 20.30</td>
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<td><strong>Class time:</strong> 18.30 – 20.30</td>
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<td><strong>Course duration:</strong> 10 weeks</td>
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This is a hands-on course, the first part of 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 “C/C++ Object-Oriented Programming with C, Part 2.” 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. The course 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.

“This is a good course. It delivers exactly what you expect.”

Allar Kaasik

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.

“Value for money, good content and great tutor...lots to cover in 10 classes (wish there were more)...very satisfied.”

Martin Llavallol
Peter Woodward,  
C++ Object-Oriented Programming

Great teachers convey a passion for their subject. Peter Woodward is passionate about making computers do things for humans and serve the needs of professionals. When he’s not teaching, Peter works as an academic researcher in the Faculty of Medicine, Imperial College London, where he is developing e-learning tools for the diagnosis of strokes.

“I try to assist students in finding new and better careers and hope to provide the opportunities for their own development.”

Peter advises his students to be clear why they are on the course. “If it’s for your career, think carefully: can you apply what you study to your work? If it’s for self-development, then sit back and enjoy! In either case it’s important to work hard and not be afraid to ask questions from the tutor.”
### Financial Engineering in C++ (Computational Finance Using Advanced C++ Design Techniques)

- **Course code:** CS2509
- **Course fee:** £760
- **Autumn Term (Term 1):**
  - **Tuesday 6th October 2015**
  - **Class time:** 18.30 – 20.30
  - **Course 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 skills...You get a well-directed course and the tutor helps to remove the complexity.”

George Osaghae

### Advanced Financial Engineering: Interest Rate Derivatives in C++

- **Course code:** CS3501
- **Course fee:** £760
- **Summer Term (Term 3):**
  - **Tuesday 26th April 2016**
  - **Class time:** 18.30 – 20.30
  - **Course 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
As more organisations turn to open source solutions, practical experience of Linux becomes essential for system administrators. In this course, students install a Linux distribution of their choice, tackle common problems and are given an extensive comparison of the plethora of Linux distributions and packages. Students configure multiple parts of a Linux system with the goal of optimising its functionality, reliability, performance and security. As ‘root’ users, learners have administrative privileges to perform System Administration tasks such as user account management, file system backup and restore, device configuration, automating tasks, whilst becoming acquainted with shell scripting languages and troubleshooting along the way. Topics also include an extensive explanation of networking protocols, Inter-Process Communication, network configuration and tools for internet connectivity, an overview of Linux network security and firewall, as well as installation of a L.A.M.P. server. Students must bring their own laptop to this class.

“The tutor is capable and knowledgeable.”
Anon
Joe Wilkinson’s route to lecturing began as a student of
the very short course he now teaches.

He says, “I’m really passionate about developing new
processes and tools that have a direct impact on
businesses and their clients. VBA can help automate
processing, reduce costs, develop web-based applications
or investigate how machine-learning techniques can help
answer clients’ questions.”

“Having completed the VBA short course at City I set up a
series of workshops for my colleagues. Now I teach VBA
at my old university!”

“The best part of teaching is seeing a concept sink in for
a student – those true ‘eureka’ moments.”

“My top tip for students: to get the most of your course
you must commit to the full 10 weeks, so make sure you’re
choosing a course that you’re really interested in!”
Renowned across the globe for innovation, British film, television, music and design form part of the creative industries, employing over 2 million people in the UK. The creative industries combined are now worth £71.4 billion to the UK economy and generate over a staggering £8 million an hour.

To compete effectively in a global market, the expanding sector needs a pool of talented people with first-class 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.
Filmmaking

Digital Filmmaking: A Practical Introduction

Course code: CS1335
Course fee: £520

Autumn Term (Term 1):
Tuesday 6th October 2015
Spring Term (Term 2):
Tuesday 12th January 2016
Summer Term (Term 3):
Tuesday 26th April 2016

Class time: 18.30 – 20.30
Course 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 film-editing software.

Documentary and Factual Filmmaking

Course code: CS2315
Course fee: £415

Autumn Term (Term 1):
Wednesday 7th October 2015
Spring Term (Term 2):
Wednesday 13th January 2016
Summer Term (Term 3):
Wednesday 27th April 2016

Class time: 18.30 – 20.30
Course duration: 10 weeks

This course is tailored for television production and students learn about the commercial aspects of television documentary making rather than feature-length filmmaking. Emphasis is placed on how to get TV commissions, how the television industry works and how to make commercially successful documentaries. Technical aspects are not covered in this course. You do not need to have an idea for a documentary to enrol on this course but if you do, then this can be used in looking at the development process that is at the heart of this course. Sessions offer students the chance to build upon their learning each week with exercises designed to help them use production skills such as researching and interviewing through to proposal writing, structuring a taster tape and ways to pitch ideas.

“A really useful, practical and informative course for anyone interested in the art of telling stories through the moving image. This course is not all about film theory (although the tutors offer enough expert knowledge to make it interesting), it is not about technical equipment (although you learn enough and practice enough with high-spec cameras, sound equipment, lighting and the latest professional editing software). If you have ever thought that you might like to try and make a film one day but didn’t know where to start you should take this Digital Filmmaking course.”

James V
**Film Editing with Final Cut Pro**

Course code: CS2387  
Course fee: £520  

**Autumn Term (Term 1):** Thursday 8th October 2015  
**Spring Term (Term 2):** Thursday 14th January 2016  
**Summer Term (Term 3):** Thursday 28th April 2016  

Class time: 18.30 – 20.30  
Course 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. The version used for this course is Final Cut Pro 7.

**Screenwriting: First Steps**

Course code: CS2383  
Course fee: £415  

**Autumn Term (Term 1):** Thursday 8th October 2015  
**Spring Term (Term 2):** Thursday 14th January 2016  
**Summer Term (Term 3):** Thursday 28th April 2016  

Class time: 18.30 – 20.30  
Course 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 very good course and I learnt lots – only wish there was a follow-up course or second term!”

Ross R

**Introduction to Subtitling**

Course code: CS5030  
Course fee: £200  

**Summer Term (Term 3):** Tuesday 3 May 2016  

Class time: 18.30 – 20.30  
Course duration: 4 weeks  

This course is designed for translators, linguists and anyone wishing to learn the basics of subtitling, using industry-standard software. It covers the basic principles of creating, editing and timing subtitles and an introduction to subtitling for the deaf and hard-of-hearing. Students will be introduced to SWIFT, one of the main programs for subtitle production used in the industry. They will be given a general overview of the global market situation and find out why London is the European centre of subtitle production. Informal assessment will take place through group discussion, classroom activities and Q&A sessions.
Major Event Management

Course code: CS2304
Course fee: £415

Autumn Term (Term 1):
Tuesday 6th October 2015
Wednesday 7th October 2015
Thursday 8th October 2015

Spring Term (Term 2):
Tuesday 12th January 2016
Wednesday 13th January 2016
Thursday 14th January 2016

Summer Term (Term 3):
Tuesday 26th April 2016
Wednesday 27th April 2016
Thursday 28th April 2016

Class time: 18.30 – 21.00
Course 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.

“I would recommend it to anyone who wants to either start a new job in an events industry or needs upskilling in a current one. The information provided during the course is straightforward yet touches on professional aspects of all sorts of events. The tutor is very outgoing and helpful showing good knowledge on the subject. Highly recommended course and university.”

Justyna J
Renée Pfister is a consultant, curator, registrar and business development manager in the museum and art world, including the British Museum and Tate Gallery. Renée offers support to new galleries and mentors emerging and mid-career artists. This recently has led to one of her mentee’s participation at the 56th International Art Exhibition La Biennale di Venezia 2015.

She describes her short courses in Arts Management as “an opportunity to test the waters if the art world is your career path without making a huge financial and time commitment.” She describes her classes as “filled with practical advice and discussions where work experiences are shared, thereby enabling participants to upgrade their knowledge.”
The Business of the Visual Arts

Course code: CS1334
Course fee: £415

Autumn Term (Term 1): Tuesday 6th October 2015
Spring Term (Term 2): Tuesday 12th January 2016
Summer Term (Term 3): Tuesday 26th April 2016
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course is designed for emerging artists, potential or new gallery owners and individuals interested in working in the visual arts. It provides insight into the management of a gallery and an artist’s practice. Topics include: contracts and agreements, copyright, professional presentation, marketing and branding, art fairs and pricing structure. The course explores market mechanisms and business planning and includes a visit to an alternative gallery space as well as an artist’s studio.

Curating and Exhibition Management

Course code: CS1336
Course fee: £415

Autumn Term (Term 1): Wednesday 7th October 2015
Spring Term (Term 2): Wednesday 13th January 2016
Summer Term (Term 3): Wednesday 27th April 2016
Class time: 18.30 – 20.30
Course duration: 10 weeks

Exhibitions are core activities in museums and art galleries, conceived by curators and arranged in collaboration with exhibition organisers and registrars. The course introduces and analyses key issues concerning the development and successful execution of exhibitions and features unique presentations and site visits as well as presentations from guest speakers on current curatorial practices. The course is designed for individuals interested in working in this area or leading on from “The Business of the Visual Arts.” Students learn how to engage within the industry to equip themselves with the skills needed to develop and manage exhibitions.

The Music Business: Records, Publishing and Finance

Course code: CS2364
Course fee: £415

Spring Term (Term 2): Tuesday 12th January 2016
Class time: 18.30 – 20.30
Course 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.

“Everything was really amazing; I wish the course would have lasted longer…”
Ilaria J
Writing

With a proven track record and more than a decade’s experience in the field, City University London is the go-to place for anyone looking to develop their writing.

Whether you are interested in writing children’s books, novels, short stories, newspaper articles, or just thinking of taking that first step towards creative writing, our range of practical innovative writing courses are all taught by professional authors and editors uniquely placed to help you explore your writing within a supportive learning environment.

For anyone serious about writing a novel and establishing links with agents and writers, The Novel Studio is our flagship one-year programme. To read more about the growing list of published alumni from this course, visit www.city.ac.uk/courses/short-courses/the-novel-studio/alumni.

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.
**Fiction writing**  Beginners’ courses

### An Approach to Creative Writing

- **Course code:** CS1201
- **Course fee:** £255
- **Autumn Term (Term 1):**
  - Tuesday 6th October 2015
  - Thursday 8th October 2015
- **Spring Term (Term 2):**
  - Tuesday 12th January 2016
  - Thursday 14th January 2016
- **Summer Term (Term 3):**
  - Tuesday 26th April 2016
  - Thursday 28th April 2016
- **Class time:** 18.30 – 20.30
- **Course 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, in relation to short stories and novels. Subjects covered in the course include structure, characterisation, dialogue, point of view, narrative voice, style, time, place, mood and genre and how to develop, sustain and end a story. Students also learn how to sustain their practice as a writer and how to revise and edit their own work. Due to popular demand, please note the same course will take place on Tuesdays and Thursdays. You do not need to register for both nights, just pick your preferred day of the week.

“Good, engaging course with enticing subjects and lots of personal development.”

Anne Kapranos

### Writing for Children

- **Course code:** CS1211
- **Course fee:** £255
- **Autumn Term (Term 1):**
  - Monday 5th October 2015
- **Spring Term (Term 2):**
  - Monday 11th January 2016
- **Summer Term (Term 3):**
  - Monday 25th April 2016
- **Class time:** 18.30 – 20.30
- **Course 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.

“This is the most interesting and useful course I have taken. I feel better equipped and really inspired to continue my writing.”

Malin Lilja
Intermediate courses

**Plot Surgery: How to Identify and Resolve Structural Problems in Your Novel**

Course code: CS3212
Course fee: £135

**Autumn Term (Term 1):** Saturday 31st October 2015
**Spring Term (Term 2):** Saturday 28th May 2016

Class time: 10.00 – 14.00

Course duration: 1 day workshop

This course focuses on the structuring and plotting skills that published novelists have to develop. This intensive, practical course will give you the insights, tools and techniques to help you pinpoint the structural problems in your novel and show you how to resolve them. 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. Bring a synopsis of your novel-in-progress and 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 both now and in the future.

**Novel Writing and Longer Works**

Course code: CS1207
Course fee: £295

**Autumn Term (Term 1):** Monday 5th October 2015
**Spring Term (Term 2):** Monday 11th January 2016
**Summer Term (Term 3):** Monday 25th April 2016

Class time: 18.30 – 20.30

Course duration: 10 weeks

In summer term 8 classes from 18:30 – 21:00

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.

“I would thoroughly recommend this course. It has given me the confidence to write again and has truly inspired me to start working on my first novel.”

Pam Shergill

**Short Story Writing**

Course code: CS1205
Course fee: £295

**Autumn Term (Term 1):** Wednesday 7th October 2015
**Spring Term (Term 2):** Wednesday 13th January 2016
**Summer Term (Term 3):** Wednesday 27th April 2016

Class time: 18.30 – 20.30

Course 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.

“Excellent tutor. Enjoyable, informative and well-structured course.”

Leilani Arambepola
Kirstan Hawkins, The Novel Studio

Kirstan Hawkins was previously a student on the course and found her agent as a result. Her first novel, *Dona Nicanora’s Hat Shop*, was published by Random House in 2010.

Teaching and writing for Kirstan is the perfect combination; she particularly enjoys supporting students to explore and develop their ideas to find their unique voice.

For Kirstan, the most important aspect of teaching is to give writers the confidence to take their work to the next level and to push their boundaries: “For some, this will mean successfully securing an agent and eventually publication. For others, it will mean seeing characters and plot lines that they have been thinking about for years actually taking shape on the page. My aim is that all students leave the course with the tools and commitment to pursue their individual writing goals... When students enter the course with enthusiasm and commitment, they are often surprised at how much they can achieve in their writing in a short time.”
Advanced courses

### The Novel Studio

<table>
<thead>
<tr>
<th>Course code:</th>
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<tbody>
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<td>Course fee:</td>
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**Autumn Term (Term 1):**
- Tuesday 6th October, Thursday 8th October 2015

**Spring Term (Term 2):**
- Tuesday 12th January, Thursday 14th January 2016

**Summer Term (Term 3):**
- Tuesday 26th April, Thursday 28th April 2016

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<th>Class time:</th>
<th>18.30 – 20.30</th>
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<tr>
<td>Frequency:</td>
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<tr>
<td>Course duration:</td>
<td>30 weeks</td>
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The Novel Studio offers 15 selected students the unique opportunity to work exclusively on their novels for an entire 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 blurb. 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 2016/2017**

Candidates should email the following to Emily Pedder (emily.pedder.1@city.ac.uk) between 1st March and 1st June 2016:

- A brief cv
- A portfolio of original fiction of no more than 2,000 words in total.

Shortlisted candidates will be invited to interview.

“The tutors are very skilled and experienced... their feedback has developed the way I write and will help me with my writing even after the course has finished.”

Tom Sanderson
Writers’ Workshop

Course code: CS3209
Course fee: £320

Autumn Term (Term 1):
Friday 9th October 2015
Spring Term (Term 2):
Friday 15th January 2016
Summer Term (Term 3):
Friday 29th April 2016

Class time: 18.30 – 20.30
Course 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 biography and covering letter to send to agents and publishers; and will 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.

“...fantastic tutor – pushing and encouraging us all at the same time!...If you want to write and write better, then this is the course for you.”

Oswin Baker
### Freelance Writing: How to Get Published in Print and Online

**Course code:** CS1765  
**Course fee:** £355  

**Autumn Term (Term 1):**  
Monday 5th October 2015  

**Spring Term (Term 2):**  
Monday 11th January 2016  

**Class time:** 18.30 – 20.30  

**Course duration:** 10 weeks

This is a course for those interested in writing as a journalist. It focuses on the skills required to help you get journalism 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 in the course include interviewing and reporting, integrating facts and accessing creativity. Topics may include any that you wish to bring, e.g. 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. This course is equally not suitable for those wishing to improve their English.

“*It has been a productive and focused few months and I have gained practical insights into freelance journalism. I have already signed up to a follow-up course.*”  
**Julian Sheather**

### Narrative Non-Fiction

**Course code:** CS1220  
**Course fee:** £260  

**Autumn Term (Term 1):**  
Monday 5th October  

**Spring Term (Term 2):**  
Monday 18th January 2016  

**Summer Term (Term 3):**  
Tuesday 26th April  

**Class time:** 18.30 – 20.30  

**Course duration:** 10 weeks

The course aims to give writers confidence in their ability to deliver good, clean prose, to develop their use of vivid metaphorical language and to structure effectively both long and short works. Beginning with set exercises and moving on to the student’s work, the class becomes a workshop in which the students benefit from sharing each other’s work as well as receiving guidance from the tutor. The requirements of editors, agents and publishers are explained. Non-fiction of all genres (memoir, biography, travel, history, science and politics) is welcome. The aim is to encourage and inspire, through group discussion and individual exercises. Detailed individual feedback and editing of some of the assignments is a special feature of the course, with the aim of teaching students how to edit and judge their own work. Guidance will also be given on how to prepare a book proposal.

“*The tutor was incredibly supportive, encouraging and creative.*”  
**Liz Appleby**

### Fact-based Storytelling

**Course code:** CS1222  
**Course fee:** £295  

**Spring Term (Term 2)**  

**Class Dates:**  
Saturday 16th January 2016  
Saturday 13th February 2016  
Saturday 12th March 2016  
Saturday 30th April 2016  
Saturday 28th May 2016  
Saturday 25th June 2016  

**Class time:** 10:00 – 13:00  

**Course duration:** 6 Saturdays over 6 months

Inspirational, informative and thought-provoking, these inventive workshops are about developing longer pieces of compelling narrative based on accuracy, honesty and truth. As a report from the world – a mix of experience, observation, memory, opinion and hard fact – narrative non-fiction can be more dramatic, vivid and moving than any work of fiction. But what makes a book is the storytelling. Reporting, research, plot techniques, theme and tone of voice are your tools. Understand how to structure, plan your progress, build dramatic tension; how to create character and instill a sense of place and time. Over six monthly Saturdays you will look at the way narrative drives different genres including memoir, biography, travel and food writing. The course centres on providing support and ideas via discussion and feedback for your own specific projects, possibly started in Narrative Non-Fiction.

“*The tutor was incredibly supportive, encouraging and creative.*”  
**Liz Appleby**
Travel Writing

Course code: CS1212

Course fee: £355

Summer Term (Term 3):
Monday 25th April 2016
(8 classes of 2 and a half hours)

Class time: 18.30 – 21.00

Course duration: 8 weeks

Fancy yourself as Bill Bryson or Freya Stark? Want to get published in a travel magazine or newspaper? Perhaps you blog, travel on business, or intend to embark on a long trip? This course will help you gather your experiences and write them up effectively. Learn how to evoke a sense of place, structure your story and explore how travel writers liaise with the travel industry to get ‘hospitality’.

“Fancy yourself as Bill Bryson or Freya Stark? Want to get published in a travel magazine or newspaper? Perhaps you blog, travel on business, or intend to embark on a long trip? This course will help you gather your experiences and write them up effectively. Learn how to evoke a sense of place, structure your story and explore how travel writers liaise with the travel industry to get ‘hospitality’.

“Fancy yourself as Bill Bryson or Freya Stark? Want to get published in a travel magazine or newspaper? Perhaps you blog, travel on business, or intend to embark on a long trip? This course will help you gather your experiences and write them up effectively. Learn how to evoke a sense of place, structure your story and explore how travel writers liaise with the travel industry to get ‘hospitality’.

Writing for Business

Course code: CS1216

Course fee: £415

Autumn Term (Term 1):
Thursday 8th October 2015

Spring Term (Term 2):
Thursday 14th January 2016

Summer Term (Term 3):
Thursday 28th April 2016

Class time: 18.30 – 21.00

Course duration: 8 weeks

This course is for business professionals who want to improve their writing for business skills. It is a highly practical course suitable for anyone whose job involves writing corporate documents, or who wants their business writing to stand out in a crowd. Topics covered in the course include: how to write marketing texts, mission statements, press releases, USPs and corporate documents for external, in-house, web and blog use; how to conduct interviews, how to edit documents, how to write speeches and how to write for the digital market. Students will be given homework and class exercises each week and tutor feedback will be given throughout the course. 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. Please note this is a course for those already working within a business environment. It is not suitable for those wishing to improve their English.

“The class equipped me with skills I could apply immediately in my job...Feedback from the tutor was very constructive.”

Samuel Desbaugh
Languages

City University London’s foreign language courses have helped thousands of students improve their career, get a job, move abroad and enjoy their holidays whilst gaining a broader understanding of other cultures or simply socialising with people from different parts of the world. Whether you need a beginners course to prepare you for a business trip to Shanghai, Tokyo or Dubai or want to brush up your language skills to work with colleagues based in Frankfurt, Paris or Rome, or just want to learn some basics for that holiday in São Paolo or Madrid, we offer eight modern foreign languages to choose from: Arabic, Chinese Mandarin, French, German, Italian, Japanese, Portuguese and Spanish.

Our language courses follow the European framework (CEFR) for language learning and our qualified and experienced native tutors teach our students to understand and be understood. Lessons are taught mostly in the language you are learning in a relaxed atmosphere. Not only do we offer regular scheduled levels such as Beginner and Lower Intermediate classes but also bespoke classes for higher levels, i.e. Upper Intermediate and Advanced.

Regular homework is essential and most courses also require purchase of a textbook. Our courses are assisted by Moodle, an interactive learning environment, which can be used for catching up on missed classes. For detailed information about our foreign language courses, please visit www.cityshortcourses.com and click on the course that interests you, where you will find tabs displaying specific tutor information, eligibility, topics covered, grammatical structures, learning objectives, teaching, assessment and recommended reading.
Types of language short courses

**Year 1 Beginners course**

*Autumn Term (Term 1)* of the Year 1 course is aimed at complete Beginners – for students with no prior knowledge of the language. *Spring Term (Term 2)* and *Summer Term (Term 3)* of this course are aimed at students with some basic knowledge of the language. If you would like to join a Year 1 course in Term 2 or Term 3, please make sure you have the correct level by using our online guidelines.

**Year 1 Beginners Accelerated course**

If you are a complete beginner and have missed the Term 1 enrolment, you can join this Accelerated course (if offered for the language of your choice) in Term 2. The course will cover two terms worth of material within a single term. There will be two two-hour classes per week. You will then be able to join Year 1 in Term 3.

**Year 1 Beginners Summer Intensive course**

If you are a complete beginner and want to experience faster paced learning, you can join this new intensive course (if offered for the language of your choice) in Term 3. The course will cover Year 1 curriculum within one term. There will be two three-hour classes per week. You will then be able to join Lower Intermediate (Year 2) in the following year, or if you wish to revise, you can join Beginners Plus.

**Year 1 Beginners Plus course**

If you have completed the Beginners course or learned the language of your choice in the past but do not feel ready to join the Year 2, Lower Intermediate, you can take this course to build your confidence in speaking and listening and to improve your grammar. Beginners Plus offers an excellent revision of the Year 1 programme.

**Year 2 Lower Intermediate course**

If you have completed approximately 60 hours of formal learning and want to learn new structures and vocabulary around different topics to extend the range of expression, this course is suitable for you. Lower Intermediate enables you to build on listening, speaking, reading and writing skills. It runs over three terms.

**Year 3 Intermediate course**

If you have completed Year 2 Lower Intermediate, or have approximately 120 hours of formal learning, this course will enable you to confidently take part in discussions and learn to discern formal and informal written language. Assignments include listening to audio materials as well as reading and discussing newspaper articles and books. The intermediate course runs over three terms.

**Year 4 Upper Intermediate course**

We offer a tailor-made course at this level to match your individual learning needs and provide carefully selected teaching materials and methodology to fit your current level. The course can be run for any number of terms and at any time. Please email Yinghong.Huang.1@city.ac.uk for further information.

**Year 5 Advanced course**

We offer a tailor-made course at this level to match your individual learning needs and provide carefully selected teaching materials and methodology to fit your current level. The advanced course can be run for any number of terms and at any time. Please email Yinghong.Huang.1@city.ac.uk for further information.
**Assessing your language 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>Level</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>CEFR</th>
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<tbody>
<tr>
<td><strong>Year 1</strong></td>
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<tr>
<td>Beginner</td>
<td>No prior knowledge required</td>
<td>You should be able to introduce yourself and briefly describe someone; tell the time and have some knowledge of numbers; understand the usage of present regular verbs and prepositions such as in/to/under/next to etc; use masculine and feminine forms/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>Beginner Plus</td>
<td>You should be able to make introductions about yourself and others; ask time and discuss your daily routine; talk about your profession, friends and family; use pronouns, prepositions and imperatives; or approximately 30-40 hours of formal prior study; or have completed Beginners course a while ago.</td>
<td>You should be able to talk about weather and seasons; describe a place and give directions; order a meal and express what you like or dislike; use common irregular verbs and interrogatives as well as common adverbs of frequency; or approximately 45-50 hours of formal prior study.</td>
<td>You should be able to make purchases; buy tickets and book a hotel room; make phone calls and make small talk; use reflexive verbs, prepositions and basic forms of tenses; or approximately 50 hours of formal prior study; or have a recent GCSE.</td>
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<tr>
<td><strong>Year 2</strong></td>
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<tr>
<td>Lower Intermediate</td>
<td>You should 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>
<td>You should be able to express wishes; give advice (present conditional); voice intentions and planning in the future; relate past events and express opinions and obligations; or approximately 80 hours of formal prior study; or have a recent GCSE.</td>
<td>You should be able to handle fairly complex sentences. You should 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>
<td>CEFR A2</td>
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<tr>
<td>Intermediate</td>
<td>You should have some knowledge of the subjunctive, the use of gerunds and since/for/during; be able to speak quite fluently in most daily topics; understand newspapers and follow discussions on topics of current interests; or approximately 120 hours of formal prior study/or have a ‘rusty’ ‘A’ level</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 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>
<td>CEFR B1</td>
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<td><strong>Year 4</strong></td>
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<tr>
<td>Upper Intermediate</td>
<td>An individual diagnostic test would be arranged to assess this level.</td>
<td>For further information, please email <a href="mailto:Yinghong.Huang.1@city.ac.uk">Yinghong.Huang.1@city.ac.uk</a></td>
<td>For further information, please email <a href="mailto:Yinghong.Huang.1@city.ac.uk">Yinghong.Huang.1@city.ac.uk</a></td>
<td>CEFR B2</td>
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<td><strong>Year 5</strong></td>
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<tr>
<td>Advanced</td>
<td>An individual diagnostic test would be arranged to assess this level.</td>
<td>For further information, please email <a href="mailto:Yinghong.Huang.1@city.ac.uk">Yinghong.Huang.1@city.ac.uk</a></td>
<td>For further information, please email <a href="mailto:Yinghong.Huang.1@city.ac.uk">Yinghong.Huang.1@city.ac.uk</a></td>
<td>CEFR C1</td>
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<tr>
<td>Arabic Beginners (Year 1)</td>
<td>Arabic Accelerated (Year 1)</td>
<td>Arabic Lower Intermediate (Year 2)</td>
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<td><strong>Course code:</strong> CS1869</td>
<td><strong>Course code:</strong> CS1883</td>
<td><strong>Course code:</strong> CS1872</td>
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<td><strong>Course fee:</strong> £215 per term; £550 for the whole year if paid in one transaction</td>
<td><strong>Course fee:</strong> £400</td>
<td><strong>Course fee:</strong> £215 per term; £550 for the whole year if paid in one transaction</td>
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<td><strong>Autumn Term (Term 1):</strong> Tuesday 6th October 2015</td>
<td><strong>Spring Term (Term 2):</strong> Monday 11th January 2016</td>
<td><strong>Autumn Term (Term 1):</strong> Thursday 8th October 2015</td>
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<td><strong>Spring Term (Term 2):</strong> Tuesday 12th January 2016</td>
<td><strong>Class time:</strong> 18.30 – 20.30</td>
<td><strong>Spring Term (Term 2):</strong> Thursday 14th January 2016</td>
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<td><strong>Summer Term (Term 3):</strong> Tuesday 26th April 2016</td>
<td><strong>Course duration:</strong> 10 weeks, two evenings a week (Monday and Wednesday)</td>
<td><strong>Summer Term (Term 3):</strong> Thursday 28th April 2016</td>
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<td><strong>Class time:</strong> 18.30 – 20.30</td>
<td><strong>Course duration:</strong> 10 weeks</td>
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This course is an introduction to the Arabic language and way of life for the purpose of practical communication. Modern Standard Arabic is taught with reference to dialects. The Arabic script is introduced letter by letter with grouping depending on the shape of the shell. Listening and speaking exercises in the class reinforce the relationship between the letters learnt and their associated sound. Students learn about Arabic media, how to make polite requests and express likes and dislikes and receive an introduction to food and drink. Students also learn to describe daily activities. The course runs over three terms and by the end of it, students will have an understanding of the structure of Arabic and will be able to speak, read, write and understand simple Arabic sentences.

Whether learning Arabic for travelling, working abroad or with foreign companies, the Arabic Beginners course will enable students to communicate confidently on a basic level in everyday situations, socialise and not feel out of place when visiting Arabic-speaking countries.

This course is an introduction to the Arabic language and way of life for the purpose of practical communication. Modern Standard Arabic is taught with reference to dialects. The Arabic script is introduced letter by letter with grouping depending on the shape of the shell. Listening and speaking exercises in the class reinforce the relationship between the letters learnt and their associated sound. Students learn about Arabic media, how to make polite requests and express likes and dislikes and receive an introduction to food and drink as well as describing daily activities. By the end of this course, students will have an understanding of the structure of Arabic and they will be able to speak, read, write and listen to simple Arabic sentences.

Students should expect to study between classes to be able to keep up with the course pace, as this course covers two terms in one. Whether learning Arabic for travelling, working abroad or with foreign companies, the Arabic Beginners course will enable students to communicate confidently on a basic level in everyday situations, socialise and not feel out of place when visiting Arabic-speaking countries.

Taught mostly in Arabic, this course is for students who already have some knowledge of Arabic and would like to continue their learning. The course covers various subjects such as: scheduling appointments, reading newspapers, describing neighbourhood businesses and their locations, writing postcards and letters, discussing sports and food, expressing preference and frequency, colour and describing countries. Linguistic skills such as building sentences, transforming information and describing aspects of one’s background and immediate environment are developed.

This course runs over three terms with various classroom activities including drilling, role-playing and listening comprehension to ensure students’ speaking, listening, reading and writing skills are fully practiced. It also offers the opportunity to understand the Arabic culture and way of life.
## Chinese Mandarin

### Chinese Mandarin Beginners (Year 1)
- **Course code:** CS1001
- **Course fee:** £215 per term; £550 for the whole year if paid in one transaction

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<th>Term</th>
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<tr>
<td>Autumn Term</td>
<td>Wednesday 7th October 2015</td>
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<tr>
<td>Spring Term</td>
<td>Wednesday 13th January 2016</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Wednesday 27th April 2016</td>
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- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

Have you have heard Chinese expressions Xièxie and Nǐ hǎo from those Kung Fu films and wonder what they mean? Do you want to be able to introduce yourself in Mandarin on Skype to your colleagues in Shanghai? Would you like to be able to tell your Chinese friends about your family, your hobbies and dishes you love? On friends’ birthdays, would you want to sing ‘Happy Birthday’ in Mandarin to surprise them?

This course is an introduction to the Chinese Mandarin language and way of life in China. It offers a systematic learning style for beginners who want to lay a solid foundation in Chinese grammar and sentence structures. It focuses on daily communication and uses Pinyin to develop speaking and listening skills. Hands-on tasks and role play exercises are used to create realistic situations in which the use of language and culture is explored.

### Chinese Mandarin Accelerated Beginners (Year 1)
- **Course code:** CS1024
- **Course fee:** £400

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<tr>
<td>Spring Term</td>
<td>Monday 11th January 2016</td>
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- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks, two evenings a week (Monday and Wednesday)

Would you like to understand the meaning of Xièxie and Zàijiàn as you have heard your Chinese friends saying these words many times? Do you want to learn the phonetic system, Pinyin, to speak Chinese without learning the characters? Do you want to be able to make introductions, talk about your family and professions with Chinese clients and make enquires about their likes, dislikes and hobbies?

This fast-paced course is designed for complete beginners who want to progress quickly. The content of two terms is covered in one term with lessons occurring twice a week. It focuses on daily communication and uses Pinyin to develop speaking and listening skills. A systematic learning method is used to lay solid foundations in Chinese grammar and sentence structures. Hands-on tasks and role play exercises are carried out to create realistic situations and distinctive cultural aspects are discussed.

“The classes were interactive, enjoyable and I feel that I benefitted greatly from attending the course.”

- Donovan A

### Chinese Mandarin Beginners Summer Intensive (Year 1)
- **Course code:** CS1026
- **Course fee:** £500

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<tr>
<th>Term</th>
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<tr>
<td>Summer Term</td>
<td>Monday 25th April 2016</td>
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- **Class time:** 18:00 – 21:00
- **Course duration:** 10 weeks, two evenings a week (Monday and Wednesday)

You’ve heard Chinese people greeting one another, sometimes with Nǐ hǎo and other times with Nín hǎo and wonder what the difference is. Your favourite food is Chinese and you would like to be able to order your favourite dishes in Mandarin. You also want to be able to say “Happy New Year” to your Chinese colleagues working in Beijing.

Learn Mandarin from scratch in this intensive course designed for complete beginners who want to gain basic social communication skills within a very short space of time. The content of three terms is covered in one so only those committed to spending a minimum of several hours per week outside of class should enrol. The course focuses on daily communication and uses the phonetic system, Pinyin, to develop speaking and listening skills. Students learn basic grammar and sentence structure around different topics and learn to read simple public signs in Chinese characters. Hands-on tasks and role play exercises are used to create realistic situations in which the use of language and culture is explored.
Yinghong Huang trained as a Mandarin Chinese teacher in Shanghai before completing a Masters in Education course in London.

Her first job in the UK was teaching Mandarin to diplomats and government officials at the Foreign Office. In 2009 her textbook *Business Chinese: 20 Essential Topics* was published.

Her parents chose her profession “because of its respectful social status in China”; however, Yinghong later discovered that she enjoyed teaching very much. She says: “It gives me a wonderful sense of achievement when I see students making progress. Chinese Mandarin short courses at City are not only about language but also the whole experience of Chinese culture. If you’re not sure why your Chinese friend looked upset when you gave him a clock as a present, you need to come to the course.”
Chinese Mandarin Beginners Plus (Year 1)

Course code: CS1025
Course fee: £215 per term; £550 for the whole year if paid in one transaction

Autumn Term (Term 1): Thursday 8th October 2015
Spring Term (Term 2): Thursday 14th January 2016
Summer Term (Term 3): Thursday 28th April 2016
Class time: 18.30 – 20.30
Course duration: 10 weeks

You already read Pinyin and can easily introduce yourself and others in Mandarin. You can tell the time when your Chinese colleague asks you Xiànzài jǐ diǎn and talk about your daily routine. When attending meetings with Chinese speaking clients, you are able to offer drinks and make polite conversation about families and hobbies. But now you want to improve your Pinyin tones and make your pronunciation clearer. You want to be more confident with your speaking and grammar usage to prepare you for Mandarin Lower Intermediate.

This course is aimed at students with basic knowledge of Mandarin, i.e. you have completed Mandarin Beginners, Accelerated Beginners, or are familiar with other Chinese dialects. Topics taught at beginner level are revised with an emphasis on fluency. New grammar and vocabulary are introduced after consolidating previously learned topics. The course helps students build confidence, strengthens their ability to communicate more fluently and offers the opportunity to broaden cultural understanding.

Chinese Mandarin Lower Intermediate (Year 2)

Course code: CS1002
Course fee: £215 per term; £550 for the whole year if paid in one transaction

Autumn Term (Term 1): Tuesday 6th October 2015
Spring Term (Term 2): Tuesday 12th January 2016
Summer Term (Term 3): Tuesday 26th April 2016
Class time: 18.30 – 20.30
Course duration: 10 weeks

You can confidently say Tài guì le when a Chinese vendor attempts to sell you an overpriced silk scarf and negotiate in Mandarin to get yourself a bargain. You can chat about your daily routine and talk about some of the best Zhōngguó chá and kǎoyā you had in Beijing with your Chinese friends. But now you want to be able to have a conversation with taxi drivers on your next visit and hold a social conversation with your Chinese clients. You also want to be able to read and write beautiful Chinese characters.

Students learn new structures and vocabulary around different topics such as socialising, travelling and dining to improve range of expression and fluency. The formation of Chinese characters involving three elements: image (form), sound and meaning is introduced and the writing of Chinese characters including strokes, radicals and components gradually developed. Complex grammar and sentence structures are taught in different contexts. It also broadens students’ understanding of Chinese culture and way of life through songs, films and cuisine.

“Excellent course, great tutor, a good mix of talking, listening, reading and writing. Very interactive and very enjoyable.”
Linda Lo Castro
## French

### French Beginners (Year 1)

- **Course code:** CS1801
- **Course fee:** £215 per term; £550 for the whole year if paid in one transaction

| Autumn Term (Term 1): | Tuesday 6th October 2015  
| Wednesday 7th October 2015 |
| Spring Term (Term 2): | Tuesday 12th January 2016  
| Wednesday 13th January 2016 |
| Summer Term (Term 3): | Tuesday 26th April 2016  
| Wednesday 27th April 2016 |

- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

This course is an introduction to the French language and culture. During the first year, students learn how to introduce themselves, their professions and family members, how to describe one’s house, office and items contained therein, e.g. furniture, how to speak about food and clothes including their colours, how to explain modes of transport and itineraries and how to speak about hobbies and interests. Not only do students learn how to make statements about daily life, they also learn how to abstract the relevant information by asking questions and practising these questions and responses in class. Students learn how to book holidays, buy products and order services, etc. This course runs over three terms which progressively build upon one another. In order to build confidence and understand the structure of the language, students learn articles, verb conjugation, pronunciation, comparatives and superlatives as well as adjectives. Past and future tense are introduced in terms 2 and 3.

### French Accelerated Beginners (Year 1)

- **Course code:** CS1843
- **Course fee:** £400

| Spring Term (Term 2): | Monday 11th January 2016 |
| Class time: | 18.30 – 20.30 |
| Course duration: | 10 weeks, two evenings a week (Monday and Wednesday) |

Learn French from scratch in this fast-paced course. This evening French course is designed for complete beginners who want to progress quickly. It is an introduction to the French language and way of life for the purpose of practical communication. Students develop essential speaking, listening, reading and writing skills as well as a solid understanding of the structure of the language.

This is a highly intensive course that requires commitment and dedication. Students should expect to study between classes to be able to keep up with the course pace, as two terms are covered in one. Whether learning French for travelling, working abroad or with foreign companies, this French Beginners course will enable students to communicate confidently on a basic level in everyday situations, socialise and not feel out of place when visiting the country. By the end of the course students will have covered the syllabus normally covered in terms 1 and 2 of French Year 1 and will be able to continue studies in French Beginners term 3.

### French Beginners Summer Intensive (Year 1)

- **Course code:** CS1844
- **Course fee:** £500

| Summer Term (Term 3): | Monday 25th April 2016 |
| Class time: | 18.00 – 21.00 |
| Course duration: | 10 weeks, two evenings a week (Monday and Wednesday) |

Whether you plan on climbing the Eiffel Tower, ordering food in the gastronomic capital of France, Lyon, or simply having a go at a game of pétanque on the Côte d’Azur, this course is for you.

Learn French from scratch with this course designed for complete beginners who want to quickly gain social communication skills to get by in France in daily life situations.

This is an intensive course requiring regular attendance and homework commitments between lessons, as the content of three terms are covered in one. Expect to be immersed in the French language even at this early stage with many speaking and group work activities. With the support of a tutor to facilitate your learning in class and outside the class with electronic means, students are able to engage in a mini conversation with French native speakers at the end of the course.
### French Beginners Plus (Year 1)

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<th>Course code: CS1841</th>
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<td>Course fee: £215 per term; £550 for the whole year if paid in one transaction</td>
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<td>Autumn Term (Term 1): Thursday 8th October 2015</td>
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<tr>
<td>Class time: 18.30 – 20.30</td>
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<td>Course duration: 10 weeks</td>
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You have gained a basic everyday conversation level of French or have completed the French Year 1 Beginners or the French Accelerated course; yet you do not feel ready to join the Lower Intermediate Year 2 course. Perhaps it’s French pronunciation that is still causing you trouble or you are looking to build your confidence in speaking in French or you feel French grammar is a mystery. If you feel that a longer exposure in the target language would be essential before making the jump to Year 2, then French Beginners Plus will be ideal for you.

This course is taught in French and runs over three terms. The focus of the course is on improving listening and speaking skills. Basic grammar and vocabulary will be revised. This enables students to gain confidence and ability in understanding and communicating on everyday topics with better fluency while broadening their knowledge of the French culture and way of life.

### French Lower Intermediate (Year 2)

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<th>Course code: CS1804</th>
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You can order escargots in a restaurant with panache, ask directions to the château and have a chat whilst queuing at the boulangerie. You are comfortable asking how much that jolie petite robe costs in the village market and can talk about le soleil et la pluie with your French colleagues. But now you want to have a proper conversation with the lovely French people you met last summer. During your holidays, you want to be able to understand what the lady explains to you about the various cheeses on her market stall and grasp the wine grower’s lengthy description at the wine tasting. You want to read a book in French and broaden your conversation at a meeting with French clients.

Listening, speaking, reading and writing skills are built upon and advanced main points in French grammar are covered. This course enables students to confidently take part in discussions, give short presentations and read and write to a high standard in addition to gaining a deeper understanding of the French culture.

### French Intermediate (Year 3)

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<th>Course code: CS1807</th>
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This course, previously called Upper Intermediate, follows on from French Lower Intermediate Year 2 and topics covered include social and work situations in France. It runs over three terms that progressively build on one another. Students improve their oral and written fluency by reading and discussing newspaper articles, watching videos and listening to audio materials. Grammar is also revised to improve spoken and written accuracy. This course enables students to confidently take part in discussions, give short presentations and read and write to a high standard in addition to gaining a deeper understanding of the French culture.
German

### German Beginners (Year 1)

- **Course code:** CS1828
- **Course fee:** £215 per term; £550 for the whole year if paid in one transaction
- **Autumn Term (Term 1):**
  - Tuesday 6th October 2015
- **Spring Term (Term 2):**
  - Tuesday 12th January 2016
- **Summer Term (Term 3):**
  - Tuesday 26th April 2016
- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

This course is an introduction to the German language and way of life for the purpose of practical communication and runs over three terms that progressively build on one another. Students develop essential speaking, listening, reading and writing skills as well as a solid understanding of the structure of the language. Whether learning German for travelling, working abroad or with foreign companies, this German Beginners course enables students to communicate confidently on a basic level in everyday situations, socialise and not feel out of place when visiting the country.

“I studied the language at school and the course has enabled me to develop this limited understanding in a variety of ways. I am particularly impressed by the tutor’s clarity of explanation and friendly classroom manner.”

Christopher Bailey

### German Accelerated (Year 1)

- **Course code:** CS1849
- **Course fee:** £400
- **Spring Term (Term 2):**
  - Monday 11th January 2016
- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks, two evenings a week (Monday and Wednesday)

Learn German from scratch in this fast-paced course. This evening German course is designed for complete Beginners who want to progress quickly as the material of two terms is covered in one term only. This course is an introduction to the German language and way of life for the purpose of practical communication. Students develop essential speaking, listening, reading and writing skills as well as a solid understanding of the structure of the language. This is a highly intensive course that requires commitment and dedication. Students should expect to study between classes to be able to keep up with the course pace.

### German Beginners Summer Intensive (Year 1)

- **Course code:** CS1850
- **Course fee:** £500
- **Summer Term (Term 3):**
  - Monday 25th April 2016
- **Class time:** 18.00 – 21.00
- **Course duration:** 10 weeks, two evenings a week (Monday and Wednesday)

Whether you wish to expand your references for your science degree, order as many varieties of Wurst and Spätzle in Munich as your stomach can handle, or simply plan on visiting Berlin, this course is for you.

Learn German from scratch with this course designed for complete beginners who want to quickly gain social communication skills to get by in Germany in daily life situations. This is an intensive course requiring regular attendance and homework commitments between lessons, as the content of three terms are covered in one. Expect to be immersed in the German language even at this early stage with many speaking and group work activities. With the support of a tutor to facilitate learning in class and outside the class with electronic means, students are able to engage in a mini conversation with German native speakers at the end of the course.
German Lower Intermediate (Year 2)

Course code: CS1831
Course fee: £215 per term; £550 for the whole year if paid in one transaction
Autumn Term (Term 1): Thursday 8th October 2015
Spring Term (Term 2): Thursday 14th January 2016
Summer Term (Term 3): Thursday 28th April 2016
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course is the follow-up to German Year 1 (Beginner). It runs over three terms that progressively build on one another and is aimed at people who have done around 60 hours of formal learning. Students learn new structures and vocabulary around different topics to extend the range of expression in this highly communicative course. Students build on and advance listening, speaking, reading and writing skills and cover the main points in German grammar. This course enables communication with more variation and fluency, so students feel confident in most everyday situations with German native speakers. It also broadens their understanding of the German culture and way of life.

German Intermediate (Year 3)

Course code: CS1834
Course fee: £215 per term; £550 for the whole year if paid in one transaction
Autumn Term (Term 1): Thursday 8th October 2015
Spring Term (Term 2): Thursday 14th January 2016
Summer Term (Term 3): Thursday 28th April 2016
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course (previously called Upper Intermediate) is the follow-up course to German Lower Intermediate Year 2 and runs over three terms that progressively build on one another. Students improve oral and written fluency in German by reading and discussing newspaper articles, watching videos and listening to audio materials. Grammar is revised to improve spoken and written accuracy. This course develops students’ confidence and enables them to take part in discussions, give short presentations and read and write to a high standard. They also gain a deeper understanding of the culture in German speaking countries.
Italian

**Italian Beginners (Year 1)**

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<thead>
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<th>Course code: CS1819</th>
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<tr>
<td><strong>Course fee:</strong> £215 per term; £550 for the whole year if paid in one transaction</td>
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<td><strong>Autumn Term (Term 1):</strong> Monday 5th October 2015</td>
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<td><strong>Spring Term (Term 2):</strong> Monday 11th January 2016</td>
</tr>
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<td><strong>Summer Term (Term 3):</strong> Monday 25th April 2016</td>
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<td><strong>Course duration:</strong> 10 weeks</td>
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This course is an introduction to the Italian language and culture. During the first year, students learn how to introduce themselves, their professions and family members, talk about likes and dislikes and express preferences, how to order food and drinks, describe one’s house, how to ask and give directions, describe clothes including their colours, etc.

Not only do students learn how to make statements about daily life, they also learn how to abstract the relevant information by asking questions and practising these questions and responses in class. Students learn how to book holidays, buy products and order services, etc. The course runs over three terms and at the end of the first term, students are able to ask questions and speak about all aspects of daily life in the present tense. In order to build confidence and understand the structure of the language, students learn articles, verb conjugation, pronunciation, comparatives and superlatives as well as adjectives. Past and future tense are introduced in terms 2 and 3.

**Italian Lower Intermediate (Year 2)**

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<th>Course code: CS1822</th>
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You know not to order a *cappuccino* after 10 o’clock in the morning. You can ask directions to the *villa* and have a chat whilst queuing at the *panetteria*. You are comfortable asking how much *quelle belle scarpe* cost in the boutique on *via Montenapoleone* and can talk about *il sole e la luna* with your Italian colleagues. But now you want to have a proper conversation with the lovely Italian designers you met at *Salone del Mobile*. During your holidays, you want to be able to understand what the grocer explains to you about the various vegetables in the *droghiere locale* and grasp the wine grower’s lengthy description at the wine tasting. You want to watch an Italian film and broaden your conversation at a meeting with Italian clients.

Listening, speaking, reading and writing skills are built upon and advanced main points in Italian grammar are covered. This course enables students to communicate with more variation and fluency to feel confident in most everyday situations with Italian native speakers. It also aims to broaden understanding of the Italian culture and way of life.

“[The tutor] was always extremely well prepared, responsive to questions and challenging at just the right level.”

Julie Dockrell

“[The tutor] teaches very well and engages her students...”

Karen Ash
Japanese

Japanese Beginners (Year 1)

Course code: CS1853

Course fee: £215 per term; £550 for the whole year if paid in one transaction

Autumn Term (Term 1):
Tuesday 6th October 2015

Spring Term (Term 2):
Tuesday 12th January 2016

Summer Term (Term 3):
Tuesday 26th April 2016

Class time: 19.00 – 21.00

Course duration: 10 weeks

Learn how to speak, understand, read and write Japanese from scratch. This evening Japanese course runs over three terms that progressively build on one another. Lessons take place once a week on Tuesdays for two hours. Each term lasts 10 weeks. This course is an introduction to the Japanese language and way of life for the purpose of practical communication. Students develop essential listening and speaking as well as reading and writing skills in Japanese. Students are introduced to Japanese characters (Hiragana, Katakana and very basic Kanji). Whether learning Japanese for travelling, working abroad or with foreign companies, the Japanese Beginners course enables students to communicate confidently on a basic level, socialise and not feel out of place when visiting the country.

“IT IS A GOOD COURSE FOR ANYONE WITH LIMITED OR NO KNOWLEDGE OF THE LANGUAGE. YOU LEARN A LOT OF THINGS AND THERE IS A GOOD EMPHASIS ON CONVERSATIONS – MOST IMPORTANT PART OF LEARNING A LANGUAGE.”
Lyubomir Terziev

Japanese Accelerated Beginners (Year 1)

Course code: CS1863

Course fee: £400

Spring Term (Term 2):
Monday 11th January 2016

Class time: 19.00 – 21.00

Course duration: 10 weeks, two evenings a week (Monday and Wednesday)

Learn Japanese from scratch in this fast-paced course. This evening Japanese course is designed for complete beginners who want to progress quickly. The material of two terms is covered in one term only. Lessons take place twice a week on Mondays and Wednesdays and last for two hours. This course is an introduction to the Japanese language and way of life for the purpose of practical communication. Students develop essential listening and speaking as well as reading and writing skills in Japanese. Students are introduced to Japanese characters (Hiragana, Katakana and very basic Kanji). This is a highly intensive course that requires commitment and dedication. Students should expect to study between classes to be able to keep up with the course pace. Whether learning Japanese for travelling, working abroad or with foreign companies, the Japanese Beginners course enables students to communicate confidently on a basic level in everyday situations, socialise and not feel out of place when visiting the country.

Japanese Beginners Summer Intensive (Year 1)

Course code: CS1859

Course fee: £500

Summer Term (Term 3):
Monday 25th April 2016

Class time: 19.00 – 22.00

Course duration: 10 weeks, two evenings a week (Monday and Wednesday)

Learn Japanese from scratch in this very fast-paced course. This evening course is designed for complete beginners who want to progress quickly or for those who wish to review their knowledge, as the material of three terms is covered in one term. Lessons take place twice a week and each session lasts for three hours. This course is an introduction to the Japanese language and way of life for the purpose of practical communication and the entire book “Japanese For Busy People” is covered in 10 weeks. Students develop essential listening and speaking as well as reading and writing skills in Japanese. Students are introduced to Japanese characters (Hiragana, Katakana and very basic Kanji). This is a highly intensive course that requires commitment and dedication. Students should expect to study between three and six hours between classes to be able to keep up with the course pace. Whether learning Japanese for travelling, working abroad or with foreign companies, the Japanese Beginners course will enable students to communicate confidently on a basic level in everyday situations, socialise and not feel out of place when visiting the country.
Japanese Lower Intermediate (Year 2)

Course code: CS1856

Course fee: £215 per term; £550 for the whole year if paid in one transaction

Autumn Term (Term 1): Thursday 8th October 2015
Spring Term (Term 2): Thursday 14th January 2016
Summer Term (Term 3): Thursday 28th April 2016

Class time: 19.00 – 21.00

Course duration: 10 weeks

Taught mostly in Japanese, this course is the follow-up to Japanese Beginners (Year 1) for those wishing to consolidate both active and passive skills for the purpose of practical communication. It runs over three terms that progressively build upon one another. If students have missed the Term 1 enrolment but already have some knowledge of Japanese, they can join the Japanese Lower Intermediate class in Term 2 or 3 but an assessment of the student’s current level is recommended. The course aims to cover 100 kanji before the end of term 2 and it is essential for students to do homework for at least two hours per week.
Portuguese

Portuguese Beginners (Year 1)

Course code: CS1837
Course fee: £215 per term; £550 for the whole year if paid in one transaction

Autumn Term (Term 1): Wednesday 7th October 2015
Spring Term (Term 2): Wednesday 13th January 2016
Summer Term (Term 3): Wednesday 27th April 2016
Class time: 18.30 – 20.30
Course duration: 10 weeks

The focus of the course is on practical communication and it provides an introduction to the Brazilian way of life and culture. It runs over three terms that progressively build upon one another. Upon completion of the third term, learners should be able to introduce themselves and others, deal with everyday situations in restaurants, hotels, shops and at the doctor’s, talk about future plans, past experiences and daily routines, along with other basic skills related to daily life situations. Please note that the focus is on Brazilian Portuguese, although this course allows for some references to European Portuguese.

“I would definitely recommend the course to other people because it’s a really fun and enjoyable way to spend my spare time! I have met some great people and learnt lots of new things over the past two terms.”
Louisa Chastney

Portuguese Beginners Plus

Course code: CS1851
Course fee: £215 per term; £550 for the whole year if paid in one transaction

Autumn Term (Term 1): Thursday 8th October 2015
Spring Term (Term 2): Thursday 14th January 2016
Summer Term (Term 3): Thursday 28th April 2016
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course has been designed for people who have already had contact with the Portuguese language through travels, a Brazilian partner or friends. The focus of this course is consolidation of basic communicative skills such as dealing with daily life situations and an introduction to aspects of Brazilian culture and way of life. Upon completion of the third term learners should be able to deal with basic daily life situations and demonstrate understanding of basic language structures.

Portuguese Lower Intermediate (Year 2)

Course code: CS1840
Course fee: £215 per term; £550 for the whole year if paid in one transaction

Autumn Term (Term 1): Thursday 8th October 2015
Spring Term (Term 2): Thursday 14th January 2016
Summer Term (Term 3): Thursday 28th April 2016
Class time: 18.30 – 20.30
Course duration: 10 weeks

Taught mostly in Brazilian Portuguese, this is a follow-up course to Portuguese Beginners (Year 1) for those wishing to consolidate both active and passive skills for the purpose of practical communication. It runs over three terms and students learn new structures and vocabulary around different topics to extend the range of expression in this highly communicative course. Students build on and advance listening, speaking, reading and writing skills and cover the main points of Portuguese grammar. Communication skills are further enhanced, e.g. dealing with real-life scenarios such as discussing ailments, family and leisure and provides an introduction to work-related situations and further aspects of Brazilian culture and way of life.
## Spanish

### Spanish Beginners (Year 1)
- **Course code:** CS1810
- **Course fee:** £215 per term; £550 for the whole year if paid in one transaction

**Autumn Term (Term 1):**
- Tuesday 6th October 2015
- Thursday 8th October 2015

**Spring Term (Term 2):**
- Tuesday 12th January 2016
- Thursday 14th January 2016

**Summer Term (Term 3):**
- Tuesday 26th April 2016
- Thursday 28th April 2016

- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

This course is an introduction to the Spanish language and culture. During the first year, students learn how to introduce themselves, their professions and family members, how to describe one’s house, office and items contained therein, e.g. furniture, how to speak about food and clothes including their colours, how to explain modes of transport and itineraries and how to speak about hobbies and interests.

Not only do students learn how to make statements about daily life, they also learn how to abstract the relevant information by asking questions and practising these questions and responses in class. In order to build confidence and understand the structure of the language, students learn articles, verb conjugation, pronunciation, comparatives and superlatives as well as adjectives. Past and future tense are introduced in terms 2 and 3.

### Spanish Accelerated Beginners (Year 1)
- **Course code:** CS1846
- **Course fee:** £400

**Spring Term (Term 2):**
- Monday 11th January 2016

**Class time:** 18.30 – 20.30

**Course duration:** 10 weeks, two evenings a week (Monday and Wednesday)

You’ve heard Spanish people greeting one another, sometimes with ¿Cómo estás? and other times with ¿Cómo está Usted? and wonder what the difference is. On your next visit to Madrid, you would like to be able to order your favourite tapas dishes in Spanish, present your friend to your Spanish-speaking colleagues and describe your family, interests, likes and dislikes.

Learn Spanish from scratch in this intensive course designed for complete beginners who want to gain basic social communication skills to get by in Spain (and Latin America) in daily life situations.

This is an intensive course requiring regular attendance and homework commitments between lessons, as the content of three terms are covered in one. Expect to be immersed in the Spanish language even at this early stage with many speaking and group work activities. With the support of a tutor to facilitate learning in class and outside the class with electronic means, students are able to engage in a mini conversation with Spanish native speakers at the end of the course.

### Spanish Beginners Summer Intensive (Year 1)
- **Course code:** CS1852
- **Course fee:** £500

**Summer Term (Term 3):**
- Monday 25th April 2016

**Class time:** 18.00 – 21.00

**Course duration:** 10 weeks, two evenings a week (Monday and Wednesday)

Whether you plan on walking the route of Santiago de Compostela come autumn or in the spring, or if you simply want to wander around the market of La Boqueria buying ingredients to make a paella, this course is for you. Learn Spanish from scratch with this course designed for complete beginners who want to quickly gain social communication skills to get by in Spain (and Latin America) in daily life situations.
**Spanish Lower Intermediate (Year 2)**

**Course code:** CS1813  
**Course fee:** £215 per term; £550 for the whole year if paid in one transaction  
**Autumn Term (Term 1):** Tuesday 6th October 2015  
**Spring Term (Term 2):** Tuesday 12th January 2016  
**Summer Term (Term 3):** Tuesday 26th April 2016  
**Class time:** 18.30 – 20.30  
**Course duration:** 10 weeks

You can order a *bocadillo* with flair, you can ask directions to the *Park Güell* and have a chat whilst queuing at the *carnicería*. You are comfortable asking how much football tickets cost for the best seats in the stadium at *Santiago Bernabéu* and can talk about *el sol y la luna* with your Spanish colleagues. But now you want to have a proper conversation with the lovely Spanish designers you met at *Casa Decor*. During your holidays, you want to be able to understand what the waiter explains to you about the various breeds of pigs at *Sergi Arola Gastro* and order accordingly. You want to watch a film in Spanish and broaden your conversation at a meeting with Spanish-speaking clients. Listening, speaking, reading and writing skills are built upon and advanced main points in Spanish grammar are covered. This course enables students to communicate with more variation and fluency to feel confident in most everyday situations with native Spanish speakers. It also aims to broaden understanding of the Spanish culture and way of life.

**Spanish Intermediate (Year 3)**

**Course code:** CS1816  
**Course fee:** £215 per term; £550 for the whole year if paid in one transaction  
**Autumn Term (Term 1):** Tuesday 6th October 2015  
**Spring Term (Term 2):** Tuesday 12th January 2016  
**Summer Term (Term 3):** Tuesday 26th April 2016  
**Class time:** 18.30 – 20.30  
**Course duration:** 10 weeks

This course, previously called Upper Intermediate, follows on from Spanish Lower Intermediate and is also suitable for those who have post GCSE experience of the language or similar. Students continue to develop a command of the language using the four language skills of speaking, listening, reading and writing. Grammar will be covered in context. Homework will be set each week and will include exercises to practice what has been learnt in class, increase reading comprehension and prepare for the next class. Topics will include language, leisure and current affairs. To demonstrate speaking skills, students give a presentation on a chosen theme. Debates and discussions on topical issues will be a key part of the course to further develop verbal skills. Students listen to a range of authentically-spoken passages and conversations from different contexts at near native speed and are challenged to understand the main points. Complex, authentic texts from a range of different contexts are read with the aim of understanding and reporting on the essential points.

“Excellent tutor who used a mix of real life and educational materials to help learning and made time for lots of conversation practice.”  
Anna Burnside
Ahmed El-Sharif, Arabic

Ahmed has a great passion for teaching. By creating a supportive environment in the classroom and focusing on students’ interests, he encourages his students to awaken their natural curiosity and desire to learn.

Ahmed explains, “I want my students to have the knowledge and confidence to communicate freely with native Arabic speakers. I advise my students to prepare for lessons before class and then ‘activate’ the topic in the classroom by discussing it in Arabic. Of course, no language class would be complete without a textbook but additionally, we watch news, films and listen to music and radio.”

He continues, “What’s the secret for learning Arabic? There is no secret – work hard before, during and after each class and week by week your Arabic will get better and better.”
Translation studies

City University London offers a range of Continuing Professional Development (CPD) courses for translators and language professionals wanting to develop their skills. Subject areas include Legal and Financial Terminology, Legal Translation, Subtitling and Audio Description and Translation for Media. Preparation for the Chartered Institute of Linguists Diploma in Translation is featured through three distance learning modules. We also offer tailor-made courses for businesses, which can be hosted at City or on your premises. Please contact C.Kretschmer@city.ac.uk for more information about bespoke Translation Studies courses.
**Introduction to Financial Translation**

Course code: CS4000  
Course fee: £495  

Summer Term (Term 3):  
Monday 13th June 2016 –  
Friday 17th June 2016  
Class time: 10.00 – 18.00  
Course duration: 5 days (intensive course)

This course is designed for translators, translation students, linguists and anyone wishing to learn about financial translation. It covers the following topics: bonds, inflation, foreign exchange, shares, the stock exchange, hedge funds and derivatives. Each day begins with a two-hour interactive lecture during which students learn about financial concepts through source text analysis using authentic texts. Students are then given a translation task which they complete in the early afternoon and which is then discussed in a two-hour language specific workshop at the end of each day.

**German Financial Reporting for Translators**

Course code: CS5016  
Course fee: £350  

Autumn Term (Term 1):  
Friday 11th December 2015 –  
Saturday 12th December 2016  
Class time: 9.30 – 17.30  
Course duration: 2 days (intensive course)

This masterclass-style seminar is a unique opportunity for practitioners to familiarise themselves with a wide range of translation and terminology issues relating to German financial reports prepared in accordance with German GAAP and International Financial Reporting Standards (IFRSs). As well as providing comprehensive guidance on the monolingual and bilingual resources currently available to translators, it will describe the often complex legal basis for single-entity and consolidated financial reporting in Germany and use examples of published financial report translations to highlight a number of the key issues facing translators. An examination of potential translation strategies will be flanked by a discussion of style and register issues affecting financial report translations. The workshop is designed both as a stand-alone introduction to the topic and as a technical update for more experienced translators. This course is designed for practising German-English translators, interpreters and terminologists. Students should be English native speakers or have a near-native command of English.

**Introduction to Subtitling**

Course code: CS5030  
Course fee: £200  

Summer Term (Term 3):  
Tuesday 3 May 2016  
Class time: 18.30 – 20.30  
Course duration: 4 weeks

This course is designed for translators, linguists and anyone wishing to learn the basics of subtitling, using industry-standard software. It covers the basic principles of creating, editing and timing subtitles and an introduction of subtitling for the deaf and hard-of-hearing. Students will be introduced to SWIFT, one of the main programs for subtitle production used in the industry. They will be given a general overview of the global market situation and find out why London is the European centre of subtitle production. Informal assessment will take place through group discussion, classroom activities and Q&A sessions.
Institute of Linguists Educational Trust (IoLET) Diploma in Translation

If you wish to sit the Chartered Institute of Linguists Diploma in Translation examination, this distance course provides you with the opportunity to practise translation in a way which is tailored to the requirements of the exam. Each of the three free-standing modules follows the structure of the examination. In each module you will work on six practical translation assignments, familiarising yourself with the text types used in the examination and with the challenges they pose. Our experienced tutors will provide you with constructive written feedback on each assignment and you will be able to discuss your progress in two 30-minute Skype/email or telephone tutorials per module. You will receive a study booklet which will provide you with concise information about key concepts and approaches to translation and an extensive bibliography. You will be able to communicate and exchange ideas with your peers via Moodle, our virtual learning environment. Through practice and feedback from your tutor you will develop your translation skills, your awareness of the exam requirements, of translation challenges and solutions and your ability to work autonomously towards a professional standard.

Since the examination takes place once a year in January, the course follows the calendar year, with the first module starting in the Spring Term. Each module is paid for separately and can be taken individually. Module 3 is particularly suitable for those who wish to sit the exam the following January.

For more detailed information please visit our website: www.city.ac.uk/translation
Email: a.wsol@city.ac.uk. Tel: +44 (0)20 7040 8502
# Short courses at a glance

<table>
<thead>
<tr>
<th>Subject area</th>
<th>Specialism</th>
<th>Course title</th>
<th>Course code</th>
<th>Day of the week</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business</strong></td>
<td>Banking and Finance</td>
<td>Bank Financial Management</td>
<td>CS1948</td>
<td>Thu</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Finance for the Non-Financial Manager</td>
<td>CS1762</td>
<td>Mon / Thu</td>
<td>7</td>
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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.

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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. Please let us know if you have any special access requirements.

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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. You must be 18 years of age or older to enrol on a course at City University London.
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 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.

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