Short courses at City, University of London

2017/18

cityshortcourses.com

LEARN SOMETHING NEW.
Welcome to City short courses

IDEALLY POSITIONED between the City of London, Shoreditch (home to London’s ‘Tech City’) and the West End, City, University of London is one of the most reputable providers of open-access evening and weekend courses in the capital. We offer over 120 high-quality courses across six subject areas and cater for all levels from beginners to advanced. Our courses are open to individual learners as well as employers seeking staff development opportunities.

ENROL ONLINE TODAY
cityshortcourses.com
Our short course students come to City for many different reasons. Some wish to move forward in their career, boost their CV or address a skills gap. Others want to pursue a personal passion or try their hand at something completely new. Whatever your reason, our expert tutors are on-hand to ensure that you get what you are looking for from our courses.

Masterclasses start from £90 and ten-week courses from as little as £235; and there are no prior qualifications needed to enrol. So what are you waiting for? Enrol online today at CITYSHORTCOURSES.COM
Term start dates 2017/18

Most of our courses consist of two hours of teaching, one night a week, for a duration of eight to ten weeks. Some of our courses take place at weekends, including many of our Masterclasses which condense learning into as little as one day. More details can be found on the individual course pages online.
AUTUMN INTAKE
Monday 2\textsuperscript{nd} October 2017

SPRING INTAKE
Monday 15\textsuperscript{th} January 2018

SUMMER INTAKE
Monday 30\textsuperscript{th} April 2018
What is a short course at City?

**A SHORT COURSE** is an excellent way to gain new expertise, advance your current skills or simply follow a passion.

Our cost-effective courses have been designed to fit around busy lives. Most courses are completed within ten weeks and require a commitment of just two hours, one night a week. We also have a range of Masterclasses that can be completed in as little as one day. You’ll meet others in the same boat to keep you motivated and join you on your journey.

At City we believe that learning is a unique experience, which is why all our courses are taught in a classroom environment. Unlike online learning, classes at City are tailored around each individual’s circumstances. There are opportunities to ask your tutor questions on a one-to-one basis and to network with – and learn from – others who share your interests and goals. You’ll grow in confidence and build skills in an inspiring and supportive environment.
See what our students have to say

**LUIZA SAUMA** studied Short Story Writing at City, University of London. She has been shortlisted for the Commonwealth Short Story Prize and her first novel, *Flesh and Bone and Water*, was published by Viking in early 2017 to great acclaim.

“Katy is such an amazing teacher; she is so warm, open and non-judgmental, which is just what you need when you’re starting out as a writer.”

**PRITESH PATEL** works as a Senior Architect. He is currently studying the French Beginners course at City.

“I am marrying a Swiss girl and her family don’t speak much English so I thought it would be good if I learned the language. The teaching was great and used quite a lot of history and cultural elements.”

Watch our video to hear more from Luiza.
CITY.AC.UK/SHORT-COURSES/Writing

Watch our video to hear more about language courses at City.
CITY.AC.UK/SHORT-COURSES/LANGUAGES
Why choose City, University of London?

**Established in 1894** and part of the prestigious University of London federation, City, University of London has a longstanding reputation for high-quality and professional education. Our short courses offer industry-lead education at a world-class university.

**Links with industry**
At City, we pride ourselves on our excellent links with professional sectors. The skills you learn with us will be up-to-date, industry-relevant and applicable to the real world. Our tutors are experts in their fields and bring their first-hand, specialist knowledge into the classroom environment.

**Affordable, quality education**
As a world leading university, we value our reputation for excellence and ensure that this transcends all areas of learning – and short courses are no exception. Due to our unique links with business and the professions and our university status, we are able to offer high-quality education at a low cost.

**Prime location**
Why choose City, University of London?

We are located in the heart of London, with excellent links to mainline and London Underground stations. Our proximity to the City of London and our close ties with major London employers such as Deutsche Bank and The Guardian Media Group mean that our tutors are selected from some of the best known companies.

**UNIVERSITY BENEFITS**

As a short courses student at City, we welcome you into our community and work across our departments to ensure that you benefit from our services and facilities.

**Expert careers advice.**
Make the most of your new skills and knowledge. You can access careers advice from our specialist careers service during your short course and for six months after completing the course.

**Access to our library.**
Our libraries contain more than 250,000 books and over 1,600 seated spaces, which you can access during your course.

**Discounted gym membership.**
Use our state-of-the-art sport, fitness and wellbeing centre, CitySport, at student rates. Visit CITYSPORT.ORG.UK to find out more.

**20% off designer frames.**
City Sight is City, University of London’s on-site eye care clinic. Our students receive a 20% discount on lenses and frames, including our wide range of designer glasses.

“I learned how to plan and prepare an impactful speech. Now I go in knowing I can deliver well.”

ROZ SPINKS
Head of Advisory Services
Institute of Business Ethics.
*Studied the Presentation Skills short course at City.*

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Business and management

City, University of London is renowned for excellence in the area of business. The Sir John Cass Business School has been at the forefront of business education for over 50 years. This level of excellence extends to our short courses, with some of our courses taught by Cass academics and many others taught by leading industry experts. City’s business short courses focus on providing new skills, aimed to kick-start or progress careers. They offer tangible knowledge and business solutions that can be applied to the real world.

BANKING AND FINANCE

Bank Financial Management
Finance for the Non-Financial Manager
International Finance
Introduction to the City and Global Financial Services
Risk Management in Banking and Finance

ENTERPRISE AND SMALL BUSINESS MANAGEMENT

Accounts for the Small Business
Innovation Training: Turning Ideas into a Business
Starting Up in Business
## Essential Business Skills

- Building Communication Skills
- Coaching for Business
- Human Resource Management
- Leadership and Management: An Introduction
- Positive Psychology: Becoming the Best Version of You
- Positive Psychology: Building Happiness and Flourishing
- Presentation Skills
- Project Management: An Introduction
- Strategic Planning for the Small Business

## Marketing

- Digital Marketing Fundamentals
- Digital Marketing Management
- Marketing: An Introduction
- Marketing: Luxury Branding
- Marketing: Planning and Implementation
- Strategic Digital Marketing
City offers a wide range of hands-on, commercially relevant computing courses, which are competitively priced and range from introductory to advanced level. Our courses have a strong industry focus, designed to bridge skills gaps or help you along your chosen career path. Theory is covered where it supports the practical emphasis, combining intellectual understanding with practical skills for the corporate sector.

### DATABASE ANALYSIS AND DATA MANAGEMENT
- Database Design with SQL Server
- Advanced Database Concepts with SQL Server
- Introduction to SQL and relational databases with Oracle

### ENGINEERING AND ARCHITECTURAL DESIGN
- Introduction to AutoCAD: 2D drawing production
- AutoCAD: Professional Drawing Production and Management
- Advanced AutoCAD: 3D Drawing Production
- Revit Architecture

### GAMES AND MOBILE APP DEVELOPMENT
- iOS Programming
- Creating Mobile Apps with Android

### GRAPHIC DESIGN
- Photoshop: An Introduction
- InDesign: An Introduction
- Adobe Illustrator

### INFORMATION SECURITY AND RISK
- Introduction to Cyber Security

### JAVA AND JVM LANGUAGES
- Object-Oriented Programming with Java (PART 1 & 2)
Building MVC Web Applications in Java with SpringBoot and Hibernate
Introduction to Scala and Functional Programming
Professional Java Developer: Tools and Best Practices

**MICROSOFT OFFICE, EXCEL AND VBA**
- Applied MS Excel for Business
- Financial Modelling in Excel
- Visual Basic for Applications in Excel (PART 1, 2 & 3)
- Introduction to SharePoint (COMING SOON)
- MS Access Database
- MS Access VBA Programming

**.NET PROGRAMMING**
- .NET Object-Oriented Programming using C#
- .NET Core: Web Applications for the Cloud

**OPERATING SYSTEMS**
- Linux Network and System Administration
- Advanced Linux Network and Systems Administration
- UNIX Tools and Shell Scripting

**PROGRAMMING IN C AND C++ AND FINANCIAL ENGINEERING**
- C/C++ Introduction to Programming with C
- C/C++ Object-Oriented Programming Using C++
- Financial Engineering in Interest Rates and FX

**PYTHON**
- Introduction to programming with Python
- Introduction to Data Analytics and Machine Learning with Python

**WEB DEVELOPMENT**
- Building Websites with HTML5 and CSS3
- Advanced Web Interfaces with CSS3 and HTML5
- Web Programming using PHP/MySQL (PART 1 & 2)
- An Introduction to JavaScript and DOM Scripting
- Advanced JavaScript for Websites and Web Applications
Creative industries

City has a strong standing within creative industries, ranking 1st in London for Communication and Media Studies in the Complete University Guide 2018. Our creative industries short courses, taught by experts in the field, provide engaging, interactive experiences and equip you with practical skills and knowledge for you to put into practice.

FILMMAKING
- Introduction to Digital Filmmaking
- Screenwriting: First Steps

JOURNALISM AND FREELANCE WRITING
- Adventure Journalism
- Freelance Writing
- Mobile Journalism

THE BUSINESS OF ART AND MUSIC
- Curating and Exhibition Management
- Major Events Management
- The Business of the Visual Arts
- The Music Business: Records, Publishing and Finance

ENROL ONLINE TODAY
city.ac.uk/short-courses/creative-industries
Introduction to law

City, University of London is a trusted and established name in the field of law. If you are looking to gain an introduction to law or explore a new area of law, a short course at City could provide you with knowledge to empower you in both your personal and professional life.

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<tr>
<th>LAW</th>
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<tr>
<td>Human Rights Law</td>
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<td>Immigration and Asylum Law</td>
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<td>International Law: Systems and Organisations</td>
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<td>Introduction to English Law and Legal Method</td>
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Writing

Whether you wish to publish a book, learn how to apply a business mind to your work or simply indulge your passion for writing, City has a writing course designed for your needs. Our courses, taught by professional authors and editors, provide a supportive environment in which to share your ideas and encourage others in theirs. By enrolling on one of our courses you become part of our writing community; student success stories are championed in regular newsletters and we host networking events designed to support new writers.

**FICTION: BEGINNERS**
- An Approach to Creative Writing
- Writing for Children

**FICTION: INTERMEDIATE**
- Writing for Children (INTERMEDIATE)
- Novel Writing and Longer Works
- Short Story Writing
- Writers’ Workshop

**FICTION: ADVANCED**
- The Novel Studio
NON-FICTION WRITING
Adventure Journalism
Fact-Based Storytelling
Freelance Writing: How to Get Published in Print and Online
How to Market Yourself as an Author
Narrative Non-Fiction
Travel Writing
Writing for Business
Writing the Memoir
Writing for the Web

THE NOVEL STUDIO
The Novel Studio is City’s flagship writing short course. It offers 15 selected students the unique opportunity to work exclusively on their novels for a year. Six modules, taught by professional writers and editors, guide the student through the tricky terrain of novel writing and prepare students for presenting their work to agents and publishers. With visits from established writers, agents and editors, the course has strong links with the publishing industry and an impressive publication record.

For more information, visit city.ac.uk/short-courses/writing
Modern languages

City’s dynamic languages courses will help you develop your languages skills and gain the confidence to put them into practice. Our courses follow the European framework (CEFR) for language learning and our qualified native-speaking tutors provide the support you need to flourish. You can choose to study at a moderate pace or undertake one of our accelerated courses, so you can learn at a speed that feels right for you.

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<tr>
<th>Various Levels from Beginners to Advanced</th>
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<tr>
<td>Arabic</td>
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<td>Chinese Mandarin</td>
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<td>English Language and Culture (COMING SOON)</td>
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<td>French</td>
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<td>German</td>
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<td>Italian</td>
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<td>Japanese</td>
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<td>Polish (COMING SOON)</td>
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<td>Portuguese</td>
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<td>Russian (NEW)</td>
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<td>Spanish</td>
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<tr>
<td>Bespoke Language Courses</td>
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The information contained in this leaflet is correct at the time of publication. However, City, University of London reserves the right to cancel a course should enrolments prove insufficient. If a course is cancelled, a full refund will be issued. We advise readers to visit CITYSHORTCOURSES.COM for the latest information.
MASTERCLASSES
Get the skills you need in as little as one day with one of our Masterclasses.

Adventure Journalism
Innovation Training: Turning Ideas into a Business
Mobile Journalism
Strategic Digital Marketing
Writing for the Web
Writing the Memoir
See what our tutors have to say

**ELLIOTT KING** is CEO of digital marketing agency MintTwist and teaches the Strategic Digital Marketing short course at City.

“My course will teach you how to define, communicate and measure your marketing strategy across digital channels. I get a huge amount of satisfaction when I am able to help an attendee to make real differences and improvements within their own organisation or within the work they’re doing.”

**COSMIN STAMATE** has built his career in data analytics and machine learning with industry experience at companies such as Tesco and Schroders.

“Machine learning has been called the ‘second electricity’; it is slowly taking over. The course is taught in the Python programming language and is aimed at professionals who want to learn data analytics and machine learning.”

Watch our video for more from Elliott and what his students have to say. [CITY.AC.UK/SHORT-COURSES/BUSINESS](http://city.ac.uk/short-courses/business)

Want to hear more from Cosmin? Watch our short video online. [CITY.AC.UK/SHORT-COURSES/COMPUTING](http://city.ac.uk/short-courses/computing)
More than just a gym...

City Sport

£26.50 per month for short course students. Full price £46.

Full range of fitness, strength, wellbeing and dance classes.

Over 120 gym stations with the latest cardiovascular and resistance training equipment.

Virtual MyRide® spin studio.

Sport England standard sport hall.

Come in for a free tour. Sign up online.

Telephone enquiries +44 (0) 20 7040 5656

Find out more, visit www.citysport.org.uk

Email enquiries citysport@city.ac.uk

Follow us on facebook.com/citysportec1
Further information

**SOUNDS GOOD, HOW DO I ENROL?**
Enrolling on a short course at City couldn’t be easier – simply register and pay online via the course page. We take all course bookings on a first-come, first-served basis. Popular courses fill up quickly, so we advise booking early to secure your place.

**ARE THERE ANY ENTRY REQUIREMENTS?**
We do not ask for qualifications or experience to enrol on our courses, only an enthusiasm for learning and a genuine interest in the subject area. If you enrol on a more advanced course, we suggest some level of prior knowledge so that you can keep up with the teaching (see specific course webpages for more information).

**ARE THE SHORT COURSES AT CITY ACCREDITED?**
There is no formal assessment and no qualification is issued at the end of the course but you are given an official City, University of London short courses certificate on completion of the course.

**WHEN DOES LEARNING TAKE PLACE?**
Most short courses at City run across three terms – autumn, spring and summer – and consist of 10 two-hour classes held once a week. Some courses include weekend classes or take place entirely at weekends.

**WHAT LEVEL ARE COURSES?**
City short courses are taught at a range of levels, from introductory to advanced, allowing you to continue your progress over a period of several terms if you wish. See individual course pages for more information.

More questions are answered on our FAQs webpage [city.ac.uk/short-courses/faqs](http://city.ac.uk/short-courses/faqs) or contact a member of the Short Courses team who will be happy to advise you.

**shortcourses@city.ac.uk**
**+44 (0) 20 7040 8268**