Short Courses Prospectus

2016/17

Think it. Be it.

www.cityshortcourses.com
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.
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 continuing 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. in some cases, 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 2016/17

- Autumn term (Term 1): Monday 3rd October to Friday 9th December 2016
- Spring term (Term 2): Monday 16th January to Friday 24th March 2017
- Summer term (Term 3): Tuesday 2nd May to Friday 7th July 2017

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 can only take place 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.

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 the main reception at Northampton Square (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.

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.

To read the complete selection of student case study stories, please scroll through “News and community” online at www.city.ac.uk/study/short-courses/news.
Bank Financial Management
Course code: CS1948
Course fee: £430
Autumn Term (Term 1): Thursday 6th October 2016
Spring Term (Term 2): Thursday 19th January 2017
Summer Term (Term 3): Thursday 4th May 2017
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.

Finance for the Non-Financial Manager
Course code: CS1762
Course fee: £430
Autumn Term (Term 1): Wednesday 5th October 2016
Spring Term (Term 2): Wednesday 18th January 2017
Summer Term (Term 3): Wednesday 3rd May 2017
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: £430
Autumn Term (Term 1): Wednesday 5th October 2016
Spring Term (Term 2): Wednesday 18th January 2017
Summer Term (Term 3): Wednesday 3rd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course provides a professionally oriented 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 its interaction with areas of a company. Real-world 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 relevance of the many clauses found in a typical loan agreement analysed. Other domestic and international debt markets for finance and corresponding instruments available to a multinational company are also considered, plus 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.
Enterprise and small business management

Introduction to the City and Global Financial Services

Course code: CS1788
Course fee: £430
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
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 discussed. Real-world examples are 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.

Risk Management in Banking and Finance

Course code: CS1957
Course fee: £430
Autumn Term (Term 1): Monday 3rd October 2016
Spring Term (Term 2): Monday 16th January 2017
Summer Term (Term 3): Monday 8th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

Poor risk management in the banking sector was a major factor in the near collapse of the global banking and financial sector in 2008. This course examines the reasons that led to the 2008 crisis and its long term economic, financial, and political consequences on the global economy and within the banking sector. It focuses on introducing the students to risk management techniques which can be used to effectively control, mitigate and transfer risk thereby strengthening the banking sector and bringing greater stability to financial markets. These techniques will be used in two case studies which students will participate in on a group basis. Students are encouraged to actively participate in class and are given the opportunity to have risk management topics, which are of particular interest to them, reviewed and discussed within the course.

Introduction to Financial Translation

Course code: CS4000
Course fee: £495
Autumn Term (Term 3): Monday 12th June 2017 – Friday 16th June 2017
Class time: 10.00 – 12.00
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. We offer the following language combinations: English to French, English to German, English to Italian, English to Polish and English to Spanish. Students will receive feedback on their work during the workshops and a certificate of completion at the end of the course. Please note that your workshop allocation will be confirmed by the 10th of May 2017. Please wait until you have received this confirmation before making travel arrangements.

Starting up in Business

Course code: CS1799
Course fee: £430
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

This is a professionally oriented 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.

“...did exactly what it said on the tin.”
Elia Marr

Strategic Planning for Small Business

Course code: CS1771
Course fee: £430
Autumn Term (Term 1): Thursday 6th October 2016
Spring Term (Term 2): Thursday 19th January 2017
Summer Term (Term 3): Thursday 4th May 2017
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 life cycle management, as well as core differentiation strategies and principles of change management.

Project Management

Course code: CS1768
Course fee: £430
Autumn Term (Term 1): Monday 3rd October 2016
Spring Term (Term 2): Monday 16th January 2017
Spring Term (Term 3): Monday 8th May 2017
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 roles of project manager and project team.

“Really good concise introduction to project management... The tutor kept all of us amused and motivated throughout the course...very good real life case studies relating to the subject.”
Elina Malinen
Brenna Boyle was working as a wildlife ranger in the Scottish Highlands but her ambition was to create a successful business showcasing the diverse range of wildlife on the doorsteps of London.

“I had so many questions and doubts about everything from protecting my brand to tax, marketing, the law and hiring other people; I chose to take the Starting Up in Business course in order to deal with my concerns, and go forward in business confidently. Several of the students, myself included, already knew what type of business we wanted to develop. Others knew they wanted to run a business but weren’t yet sure what kind. The course was suitable for anyone looking to create a new service or product. Since completing the course at City I have had the confidence to expand my business; I now work with both local councils and London based charities, providing wildlife discovery activities for communities. The numbers of private bookings for adult wildlife walks and family adventures are increasing all the time, and I’m now looking at rolling out a selection of programmes for schools.”

To find out more about Brenna’s growing business, visit www.wildcapital.co.uk

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**Financial Modelling in Excel**

**Course code:** CS2564  
**Course fee:** £540

- **Autumn Term (Term 1):** Monday 3rd October 2016  
  Wednesday 5th October 2016
- **Spring Term (Term 2):** Wednesday 18th January 2017  
  Monday 8th May 2017  
  Thursday 4th May 2017
- **Summer Term (Term 3):** Wednesday 18th January 2017  
  Monday 8th May 2017  
  Thursday 4th May 2017

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

This introduction to financial modelling gives students the real-world 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.

“Excellent course delivered by an outstanding tutor.”

Ayub Patel

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**The Authorpreneur**

**Course code:** CS1228  
**Course fee:** £265

- **Autumn Term (Term 1):** Tuesday 4th October 2016
- **Spring Term (Term 2):** Tuesday 17th January 2017
- **Summer Term (Term 3):** Tuesday 2nd May 2017

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

Writing is only half of what it takes to be a modern author. How do you create a platform and strategy for your writing that builds interest and readers? The Authorpreneur course can help you find out. Aimed at those who would like to have their work published and earn a living from writing, the course looks at the reality of the modern publishing world and what is required of you as an author aside from the writing. During the course, you will develop a personal business strategy and plan how to implement it by: establishing and understanding the genre of your writing; examining the various routes to market, traditional and independent; looking at how to establish a platform in the real world and online, from which to market yourself to readers, agents and publishers. By the end of ten weeks you will have developed the skills that every modern author needs.

“Excellent course delivered by an outstanding tutor.”

Ayub Patel

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**Practical Financial Management for the Small Business**

**Course code:** CS1798  
**Course fee:** £430

- **Autumn Term (Term 1):** Tuesday 4th October 2016  
  Monday 3rd October 2016
- **Spring Term (Term 2):** Tuesday 17th January 2017  
  Tuesday 18th January 2017
- **Summer Term (Term 3):** Tuesday 2nd May 2017  
  Tuesday 1st May 2017

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

In spring term 5 weeks, twice a week (Tuesdays and Thursdays)

This professionally oriented 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 was a good, all-round course covering a lot of the basics and more...”

Anon

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**Financial Modelling in Excel**

**Course code:** CS2564  
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“It was a good, all-round course covering a lot of the basics and more...”

Anon
## Essential business skills

### Building Communication Skills

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<td>Course fee: £430</td>
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<td>Autumn Term (Term 1): Wednesday 5th October 2016</td>
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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.

“I would definitely recommend this course to friends and family as there is something everyone can take away.”

Jade J.

### Presentation Skills

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<td>Autumn Term (Term 1): Thursday 6th October 2016</td>
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<td>Spring Term (Term 2): Thursday 19th January 2017</td>
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<td>Class time: 18.30 – 21.00</td>
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<td>Course duration: 8 weeks</td>
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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. Topics covered include dealing with nerves, developing personal presence, using persuasive structures and tailoring for different audiences. This interactive and professionally oriented 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.

“(The tutor) is very dedicated to what she is doing….she provided a lot of examples and showed us different ways to develop our presentation skills.”

Caroline Hildebrandt

### Writing for Business

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<td>Autumn Term (Term 1): Thursday 6th October 2016</td>
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This course is for working business professionals who want to improve their writing for business skills. It is a real-world course, suitable for those whose job involves writing corporate documents, or who wants their business writing to stand out in a crowd. Topics covered 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. You must be fluent in spoken and written English.

“Covers a lot of different aspects of business writing.”

Charlotte T.
Writing for the Web and Digital Media

Course code: CS1227
Course fee: £125

Autumn Term (Term 1):
Saturday 12th November 2016

Class time: 10.30 – 16.30
Course duration: 1-day masterclass

Writing for digital media can be very different from writing for other media. This interactive one-day digital writing course will show you how to use written content to build and strengthen your brand. It will cover writing for various online platforms including websites, blogs and social media. In addition to discussing how to make your writing more effective, how to find the story in your business communications and how to attract and keep the attention of your audience, the course will also cover editing and proofreading skills, best practices for titles and subheadings, blogging, editorial planning, how to use keywords to improve SEO and how to apply best practices for titles and subheadings, blogging, editorial planning, how to use keywords to improve SEO and how to apply

Attention of your audience, how to attract and keep the

Writing more effective, to discussing how to make

the course will also cover

the role of human resources in organisations, recruitment and interviewing techniques, human and industrial relations, training and development, as well as remuneration and administration.

Course code: CS1779
Course fee: £430

Autumn Term (Term 1):
Wednesday 5th October 2016
Thursday 6th October 2016
Spring Term (Term 2):
Wednesday 18th January 2017
Thursday 19th January 2017
Summer Term (Term 3):
Wednesday 3rd May 2017
Thursday 4th May 2017

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, professionally oriented 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.

Coaching for Business

Course code: CS1789
Course fee: £430

Autumn Term (Term 1):
Wednesday 5th October 2016
Thursday 6th October 2016
Spring Term (Term 2):
Tuesday 17th January 2017
Thursday 19th January 2017
Summer Term (Term 3):
Tuesday 3rd May 2017
Thursday 4th May 2017

Class time: 18.30 – 20.30
Course duration: 10 weeks
In summer term 8 classes from 18.30 – 21.00

This course covers the foundation of becoming an effective coach; detailing how best to develop a coaching relationship, set goals and targets and manage effective teams. It trains participants in a wide range of foundational coaching skills and provides you with the key skills for becoming an effective coach. Coaching is one of the most powerful tools for unlocking a person's natural abilities. It ignites self-awareness and action, inspiring individuals to maximise their personal and professional potential. Founded on the premise of “ask, don’t tell,” applying a coaching approach empowers individuals to access their own wisdom through the process of exploration and reflection, rather than being given specific answers. This course trains participants in what coaching is (and is not), effective questions, the Three Ms of Listening, neuro-linguistic programming, reflective tools and more. Graydin’s unique ‘Start With Heart’ model and “The 3 Truths of Coaching” underpin the learning. During the course, participants will develop their coaching skills and confidence in order to coach others. As a result, participants will grow in confidence and effectiveness as coaches. This course trains participants in advanced coaching interventions, relationship coaching, how to effectively facilitate group learning and much more. Graydin’s unique ‘Start With Heart’ model and “The 3 Truths of Coaching” underpin the learning. Additionally, this course provides a unique and valuable opportunity for participants to practice their coaching skills and techniques with constructive feedback from peers and the tutor.

Hand standard of teaching.”
Robin Edwards

“Extremely enjoyed the course. Highly recommended, packed full of content for a short course. Tutor was engaging with students and made classes interesting and fun. He gave constructive feedback and advised on next steps to proceed.”
Nicole Jaiyeola

Advanced Coaching for Business

Course code: CS2767
Course fee: £430

Summer Term (Term 3):
Thursday 6th October 2016
Thursday 19th January 2017
Thursday 19th January 2017

Class time: 18.30 – 21.00
Course duration: 8 weeks

Following on from “Coaching for Business,” this course offers students the opportunity to refine their coaching skills as well as develop their own unique facilitation style. This course will challenge participants to strengthen and stretch their coaching ‘muscle’ while learning new skills. As a result, participants will grow in confidence and effectiveness as coaches. This course trains participants in advanced coaching interventions, relationship coaching, how to effectively facilitate group learning and much more. Graydin’s unique ‘Start With Heart’ model and “The 3 Truths of Coaching” underpin the learning. Additionally, this course provides a unique and valuable opportunity for participants to practice their coaching skills and techniques with constructive feedback from peers and the tutor.

“[The tutor] is a brilliant trainer and coach, hugely engaging and puts learners at ease, especially when they are being pushed out of their comfort zone. Course content has been excellent and varied, giving us plenty of tools to take back and use with coachees and in the workplace. The tutor involved everyone in class, which not only brought us together as a group but also as a support network for the future.”
Kathrina Bradford
## The Music Business: Records, Publishing and Finance

**Course code:** CS2364  
**Course fee:** £430  
**Spring Term (Term 2):** Tuesday 17th January 2017  
**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.

## Applied MS Excel for Business

**Course code:** CS1596  
**Course fee:** £460  
**Autumn Term (Term 1):** Wednesday 5th October 2016  
Thursday 6th October 2016  
Friday 7th October 2016  
**Spring Term (Term 2):** Monday 16th January 2017  
Wednesday 18th January 2017  
Friday 20th January 2017  
**Summer Term (Term 3):** Wednesday 3rd May 2017  
Friday 5th May 2017  
**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.

“A world class tutor... great content.”  
*Beth Junor*

## The Business of the Visual Arts

**Course code:** CS1334  
**Course fee:** £430  
**Autumn Term (Term 1):** Tuesday 4th October 2016  
**Spring Term (Term 2):** Tuesday 17th January 2017  
**Summer Term (Term 3):** Tuesday 2nd May 2017  
**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.

“A world class tutor... great content.”  
*Beth Junor*

## Positive Psychology: building happiness and flourishing

**Course code:** CS1941  
**Course fee:** £430  
**Autumn Term (Term 1):** Tuesday 4th October 2016  
**Spring Term (Term 2):** Tuesday 17th January 2017  
**Summer Term (Term 3):** Tuesday 2nd May 2017  
**Class time:** 18.30 – 20.30  
**Course duration:** 10 weeks  

Most of us would like to become happier and flourish in life. This course provides evidence-based techniques to enable you to do this. You will learn leading-edge ways to develop PERMA: positive emotions, engagement, positive relationships, meaning, purpose and accomplishment. You will also have the opportunity to reflect on your values and learn how CBT (Cognitive Behaviour Therapy) can help you become more resilient and move in your valued direction. Weekly classes encourage discussion of these ideas and practical exercises are given to aid self-development. Students also have the option of giving a short presentation in class. You should be able to commit to 2 hours’ work between classes. The two Positive Psychology courses can be taken in either order and no prior knowledge is required.

## Positive Psychology: becoming the best version of you

**Course code:** CS1942  
**Course fee:** £430  
**Summer Term (Term 3):** Thursday 4th May 2017  
**Class time:** 18.30 – 20.30  
**Course duration:** 10 weeks  

Positive Psychology provides evidence-based techniques to enable you to do become the best version of yourself. You will learn leading-edge ways to develop strengths and virtues, such as wisdom, self-control, courage and fairness. You will also learn about mindfulness and compassion and how to be more self-compassionate. Required reading is set between classes. Weekly classes encourage discussion of these ideas and practical exercises are given to aid self-development. Students also have the option of giving a short presentation in class. You should be able to commit to 2 hours’ work between classes. The two Positive Psychology courses can be taken in either order and no prior knowledge is required.
Marketing and branding

Introduction to Marketing
Course code: CS1796
Course fee: £430
Autumn Term (Term 1): Monday 3rd October 2016
Spring Term (Term 2): Monday 16th January 2017
Summer Term (Term 3): Monday 8th May 2017
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 competitive advantage by applying marketing tools and techniques and by adopting a customer orientation.

Marketing: Planning and Implementation
Course code: CS2769
Course fee: £430
Autumn Term (Term 1): Friday 7th October 2016
Spring Term (Term 2): Friday 20th January 2017
Summer Term (Term 3): Friday 5th May 2017
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 prepare a market research brief and communications plan, profitably manage a product in a classroom exercise and construct several financial models.

Luxury Branding
Course code: CS2770
Course fee: £430
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course takes a strategic view of the dynamic characteristics and opportunities within the global luxury goods and services industry, one of the fastest growing areas in business. Built upon the principle of creating and developing a luxury brand, this course takes a detailed look into luxury, branding and management across the full value chain. Topics include a review of the three major players in the luxury world, luxury brand positioning, pricing, legal aspects, designing and implementing luxury brand strategies, creativity in luxury brand management and more. Through analysis of contemporary fashion companies, you will be introduced to the latest theories alongside professionally oriented implications in luxury brand management. Upon completion of the course, you will have acquired the ability to successfully develop, implement and manage luxury brand marketing campaigns.

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 branding 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.
Digital Marketing: Strategy and Planning
Course code: CS2768
Course fee: £430
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
This course is designed for digital marketing managers who want to focus on strategic vision, resource planning and management control. It naturally incorporates the key elements of digital marketing and puts these into a business perspective. The course objective is to allow managers to build a framework for controlling their digital marketing activities. It will help managers present the key results of these activities in a meaningful way which allows others in the organisation to better understand the significance of digital marketing activities in relation to achieving overall business objectives. Topics covered include the planning process, situation analysis and digital marketing best practice in the areas of optimisation, social media and mobile marketing. Students work on individual plans as well as team presentations both in the classroom and in between sessions.

“[The tutor] has a wealth of knowledge and experience in the industry. It was very useful to have insight into his experience.”
Salman Siddiqui

“Good value for money; teacher’s availability for questions and support was great. Very friendly environment to learn in.”
Karine Dussimon

Integrated Digital Marketing: Intensive
Course code: CS0321
Course fee: £120
3 modules if booked together: £300
Autumn Term (Term 1): Saturday 26th November 2016
Saturday 3rd December 2016
Saturday 10th December 2016
Class time: 10.00 – 16.30
Course duration: 1-day masterclass
The key to effective sales and marketing for businesses large and small in the 21st Century is to use the right channels, tools and tactics at the right points in your business’ sales and marketing process. Online communications and the marketing funnel should be designed around your customers’ ‘buying journey’ and specific strategies should be employed for acquisition, conversion and retention. These courses deliver the theoretical understanding needed to start planning an integrated digital marketing strategy for your business and a professionally oriented methodology for building and managing it.

“My name is Gwen Rivet. I am a media planner and buyer for a global media consultancy located in the City of London. The short course I took at City University was Digital Marketing Fundamentals. I chose this course due to my continuing passion for the digital world and the fact that my job requires in-depth understanding of digital communications. When creating and planning digital campaigns for my clients, it is important that I know which platforms to direct them to in order to reach their target audience, advise them on how to use these platforms effectively within their budget and help them analyse their results and make sense of the numbers.

This course approached digital marketing from different angles. The tutor, Martin Deal, centred each session on a different topic and gave multiple examples in order to contextualise what we were learning. I also really liked that we were split into groups and asked to complete a project in the space of 10 weeks. It allowed us to work towards a goal using all the material learned throughout the course.

“Good value for money; teacher’s availability for questions and support was great. Very friendly environment to learn in.”
Karine Dussimon

Digital Marketing Fundamentals
Course code: CS1794
Course fee: £430
Autumn Term (Term 1): Monday 3rd October 2016
Tuesday 4th October 2016
Spring Term (Term 2): Monday 16th January 2017
Tuesday 17th January 2017
Summer Term (Term 3): Monday 8th May 2017
Tuesday 2nd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
If you wish to gain a true understanding of digital marketing and how it affects business, you need to come to terms with the elements driving its success. The fundamentals of digital marketing are at the core of this course which include analytics and key performance indicators, content management, mobile marketing, optimisation and social media. Additionally, the course examines ancillary areas around the fundamentals such as customer experience management, viral marketing and the importance of building and maintaining traffic. This course is ideal for managers who want an appreciation of how digital marketing can work in their business and individuals who are considering a path into a digital marketing career.

“Good value for money; teacher’s availability for questions and support was great. Very friendly environment to learn in.”
Karine Dussimon

Digital Marketing: Strategy and Planning
Course code: CS2768
Course fee: £430
Spring Term (Term 2): Tuesday 17th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
This course is designed for digital marketing managers who want to focus on strategic vision, resource planning and management control. It naturally incorporates the key elements of digital marketing and puts these into a business perspective. The course objective is to allow managers to build a framework for controlling their digital marketing activities. It will help managers present the key results of these activities in a meaningful way which allows others in the organisation to better understand the significance of digital marketing activities in relation to achieving overall business objectives. Topics covered include the planning process, situation analysis and digital marketing best practice in the areas of optimisation, social media and mobile marketing. Students work on individual plans as well as team presentations both in the classroom and in between sessions.

“[The tutor] has a wealth of knowledge and experience in the industry. It was very useful to have insight into his experience.”
Salman Siddiqui

“Good value for money; teacher’s availability for questions and support was great. Very friendly environment to learn in.”
Karine Dussimon

Integrated Digital Marketing: Intensive
Course code: CS0321
Course fee: £120
3 modules if booked together: £300
Autumn Term (Term 1): Saturday 26th November 2016
Saturday 3rd December 2016
Saturday 10th December 2016
Class time: 10.00 – 16.30
Course duration: 1-day masterclass
The key to effective sales and marketing for businesses large and small in the 21st Century is to use the right channels, tools and tactics at the right points in your business’ sales and marketing process. Online communications and the marketing funnel should be designed around your customers’ ‘buying journey’ and specific strategies should be employed for acquisition, conversion and retention. These courses deliver the theoretical understanding needed to start planning an integrated digital marketing strategy for your business and a professionally oriented methodology for building and managing it.

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Class time: 18.30 – 20.30
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Karine Dussimon

Digital Marketing: Strategy and Planning
Course code: CS2768
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Class time: 18.30 – 20.30
Course duration: 10 weeks
This course is designed for digital marketing managers who want to focus on strategic vision, resource planning and management control. It naturally incorporates the key elements of digital marketing and puts these into a business perspective. The course objective is to allow managers to build a framework for controlling their digital marketing activities. It will help managers present the key results of these activities in a meaningful way which allows others in the organisation to better understand the significance of digital marketing activities in relation to achieving overall business objectives. Topics covered include the planning process, situation analysis and digital marketing best practice in the areas of optimisation, social media and mobile marketing. Students work on individual plans as well as team presentations both in the classroom and in between sessions.

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Integrated Digital Marketing: Intensive
Course code: CS0321
Course fee: £120
3 modules if booked together: £300
Autumn Term (Term 1): Saturday 26th November 2016
Saturday 3rd December 2016
Saturday 10th December 2016
Class time: 10.00 – 16.30
Course duration: 1-day masterclass
The key to effective sales and marketing for businesses large and small in the 21st Century is to use the right channels, tools and tactics at the right points in your business’ sales and marketing process. Online communications and the marketing funnel should be designed around your customers’ ‘buying journey’ and specific strategies should be employed for acquisition, conversion and retention. These courses deliver the theoretical understanding needed to start planning an integrated digital marketing strategy for your business and a professionally oriented methodology for building and managing it.

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“Good value for money; teacher’s availability for questions and support was great. Very friendly environment to learn in.”
Karine Dussimon
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.

These non-credited 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 a better understanding of the British Constitution and their relationship with it.

English Law and Legal Method

Course code: CS1953
Course fee: £430
Autumn Term (Term 1): Monday 3rd October 2016
Spring Term (Term 2): Monday 16th January 2017
Summer Term (Term 3): Monday 8th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

Law plays a significant role in the structure and organisation of human affairs. During the introductory 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 professionally oriented 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

Course code: CS1987
Course fee: £430
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

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 introductory 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, torture, liberty and security, fair hearing, privacy, freedom of expression, freedom of association, discrimination and terrorism law. Humanitarian intervention and its application with respect to Iraq and Afghanistan are further considered.

“An excellent tutor in explaining concepts and issues and leading class discussion; excellent course materials too.”
Emma Bhonsle

International Law: Systems and Organisations

Course code: CS1985
Course fee: £430
Autumn Term (Term 1): Wednesday 5th October 2016
Spring Term (Term 2): Wednesday 18th January 2017
Summer Term (Term 3): Wednesday 3rd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

This introductory course provides a comprehensive introduction to the basic elements of international norms and concentrates on the worldwide system of relationships known as public international law. The concept of state identity, the processes by which international agreements may be secured, diplomatic relations, membership of the international community, treaty law and the law of the sea are covered. Students are able to apply the treaty law to current country situations, for instance, the rights of a state to independence is explained and then discussed in light of what has happened recently in Sudan and in the Ukraine with Crimea. Students learn how the international community has brought major change to the protection of the environment where the law of the sea is covered.
Introduction to Law

Immigration and Refugee Law

Course code: CS1991

Course fee: £430

Autumn Term (Term 1): Thursday 6th October 2016
Spring Term (Term 2): Thursday 19th January 2017
Summer Term (Term 3): Thursday 4th May 2017

Class time: 18.30 – 20.30

Course duration: 10 weeks

Students in the “Immigration and Refugee Law” introductory 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.

“The tutor was a great teacher. She provided us with really detailed notes to study at home which she then explained and supplemented in class with professionally oriented examples from her own experience. I found this personal input really brought the subject alive.”

Katherine Barnes
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 a real-world focus 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 6th October 2016
- **Spring Term (Term 2):** Monday 16th January 2017
- **Summer Term (Term 3):** Wednesday 3rd May 2017
- **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 19th January 2017
- **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 5th October 2016
  - Thursday 6th October 2016
  - Friday 7th October 2016
- **Spring Term (Term 2):**
  - Monday 16th January 2017
  - Wednesday 18th January 2017
  - Friday 20th January 2017
- **Summer Term (Term 3):**
  - Wednesday 3rd May 2017
  - Friday 5th May 2017
- **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.
Computing

Visual Basic for Applications (VBA) in Excel, Part 1
Course code: CS1595
Course fee: £540
Autumn Term (Term 1): Monday 3rd October 2016
Tuesday 4th October 2016
Saturday 8th October 2016
Spring Term (Term 2): Monday 16th January 2017
Tuesday 17th January 2017
Saturday 21st January 2017
Summer Term (Term 3): Monday 8th May 2017
Tuesday 2nd May 2017
Saturday 6th May 2017
Class time: 18.30 – 20.30
10.30 – 16.30 (Saturdays)
Course duration: 10 weeks
5 weeks (Saturdays)

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

"An excellent tutor; course was well structured and relevant."
William Hardwick

Visual Basic for Applications (VBA) in Excel, Part 2
Course code: CS2565
Course fee: £540
Autumn Term (Term 1): Wednesday 5th October 2016
Spring Term (Term 2): Wednesday 18th January 2017
Summer Term (Term 3): Wednesday 3rd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

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

Visual Basic for Applications (VBA) in Excel, Part 3
Course code: CS2566
Course fee: £540
Summer Term (Term 3): Monday 8th May 2017
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.

My name is Norman Hansen and I currently work for Public Health England. My professional interest is in programming agent-based models.

In the last year I have taken 3 computing short courses at City: .Net Advanced Applications Development using C#, Advanced Linux Network and System Administration and Financial Engineering in Interest Rates and FX (C++ applications). I chose to take computing at City because I needed courses that would give me the current professionally oriented knowledge and skills that are immediately applicable in industry to improve my career prospects. First, I decided to upgrade my knowledge of C# to look for a new job. I did change jobs but stayed with C++ and reprised my computer modelling skills from an earlier career. So the second and third course were about refreshing my existing knowledge and developing additional skills for my current role.

All three courses met my expectations in being very intensive and down to business. The value comes from being able to ask questions and draw upon the information you need. I enjoy learning and being academically stretched. My plan is to come back to City and enroll on one of the game development courses or the internet applications course. This time, purely for personal interest.
Financial Modelling in Excel
Course code: CS2564
Course fee: £450
Autumn Term (Term 1): Monday 3rd October 2016
Wednesday 5th October 2016
Spring Term (Term 2): Wednesday 18th January 2017
Summer Term (Term 3): Monday 8th May 2017
Thursday 4th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

This introduction to financial modelling gives students the real-world 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.

Introduction to AutoCAD: 2D Drawing Production
Course code: CS1588
Course fee: £460
Autumn Term (Term 1): Monday 3rd October 2016
Friday 7th October 2016
Spring Term (Term 2): Monday 16th January 2017
Summer Term (Term 3): Monday 8th May 2017
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 professionally oriented, 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 6th October 2016
Spring Term (Term 2): Thursday 19th January 2017
Summer Term (Term 3): Thursday 4th May 2017
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 dimensioning 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 6th October 2016
Spring Term (Term 2): Thursday 19th January 2017
Summer Term (Term 3): Thursday 4th May 2017
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, wireframe modelling, surface modelling and meshing, solid modelling, studio effects, materials and lighting and Boolean operators.

“IT’s a good length, at a good time, in a central location. The cost is reasonable and the tuition is great.”
Fran Shackleford

Financial Modelling in Excel
Course code: CS2564
Course fee: £450
Autumn Term (Term 1): Monday 3rd October 2016
Wednesday 5th October 2016
Spring Term (Term 2): Wednesday 18th January 2017
Summer Term (Term 3): Monday 8th May 2017
Thursday 4th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

This introduction to financial modelling gives students the real-world 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.

Introduction to AutoCAD: 2D Drawing Production
Course code: CS1588
Course fee: £460
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Friday 7th October 2016
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Summer Term (Term 3): Monday 8th May 2017
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 professionally oriented, 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
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Spring Term (Term 2): Thursday 19th January 2017
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Class time: 18.30 – 20.30
Course duration: 10 weeks

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“IT’s a good length, at a good time, in a central location. The cost is reasonable and the tuition is great.”
Fran Shackleford
Introduction to Building Information Modelling with Autodesk Revit

Course code: CS1589
Course fee: £460
Autumn Term (Term 1): Thursday 6th October 2016
Spring Term (Term 2): Thursday 19th January 2017
Summer Term (Term 3): Thursday 4th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

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. BIM is a new 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.

Great tutor, good facilities, useful course content.
Anon

Using Adobe InDesign

Course code: CS1508
Course fee: £415
Autumn Term (Term 1): Monday 3rd October 2016
Spring Term (Term 2): Monday 16th January 2017
Summer Term (Term 3): Monday 8th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

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.

[The tutor] is a great asset to City’s short courses. She’s very kind and patient and brings her creative expertise so it’s not just about the mechanics of the software.”
Jessica Wykes

Digital Illustration with Adobe Illustrator

Course code: CS1545
Course fee: £415
Autumn Term (Term 1): Wednesday 5th October 2016
Spring Term (Term 2): Wednesday 18th January 2017
Summer Term (Term 3): Wednesday 3rd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

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.

[The tutor] is really patient and helpful. She plans the sessions well and always gives a quick review of the previous lessons. She explains your doubts patiently and gave us the opportunity to make suggestions so could adapt the lessons.”
Sandra Rodrigues Batata

Digital Imaging with Adobe Photoshop

Course code: CS1592
Course fee: £415
Autumn Term (Term 1): Wednesday 5th October 2016
Spring Term (Term 2): Wednesday 18th January 2017
Summer Term (Term 3): Wednesday 3rd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

The “Digital Imaging with Adobe Photoshop” course provides 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.

“Great tutor, good facilities, useful course content.”
Anon
Game Development using Unity 3D: An Introduction to Unity 3D

**Course code:** CS2605

**Course fee:** £415

**Autumn Term (Term 1):**
- Friday 7th October 2016

**Spring Term (Term 2):**
- Friday 20th January 2017

**Summer Term (Term 3):**
- Friday 5th May 2017

**Class time:** 18.30 – 20.30

**Course duration:** 10 weeks

This hands-on course demonstrates 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#.

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**Web development**

**Web Authoring**

**Course code:** CS1586

**Course fee:** £415

**Autumn Term (Term 1):**
- Monday 3rd October 2016
  - Friday 7th October 2016

**Spring Term (Term 2):**
- Thursday 19th January 2017
  - Wednesday 2nd May 2017

**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. Classes are professionally oriented, with a strong emphasis on learning the HTML building blocks in order to code your own website by the end of the course.

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**Advanced Web Interfaces with CSS3 and HTML5**

**Course code:** CS2604

**Course fee:** £460

**Autumn Term (Term 1):**
- Monday 3rd October 2016
  - Friday 7th October 2016

**Spring Term (Term 2):**
- Monday 16th January 2017
  - Monday 8th May 2017

**Class time:** 18.30 – 20.30

**Course duration:** 10 weeks

This course fast-tracks learners with a basic 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 professionally oriented 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.

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**Game and mobile app development**

**iOS Programming**

**Course code:** CS2600

**Course fee:** £460

**Autumn Term (Term 1):**
- Tuesday 4th October 2016

**Spring Term (Term 2):**
- Tuesday 17th January 2017

**Summer Term (Term 3):**
- Tuesday 2nd May 2017

**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, iPad, iPod) 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 the course.

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**Web Programming using PHP/MySQL, Part 1**

**Course code:** CS1559

**Course fee:** £430

**Autumn Term (Term 1):**
- Thursday 6th October 2016

**Spring Term (Term 2):**
- Thursday 19th January 2017

**Summer Term (Term 3):**
- Tuesday 2nd May 2017
  - Thursday 4th May 2017

**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.

“[The tutor] really cares about us doing well – not only does she teach the technical parts very well but she also shares her professional and industry experience.”

Sergio Santos
Computing

JavaScript: An Introduction to JavaScript Programming and DOM Scripting
Course code: CS2606
Course fee: £460
Autumn Term (Term 1): Monday 3rd October 2016
Spring Term (Term 2): Wednesday 18th January 2017
Summer Term (Term 3): Wednesday 3rd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course is an introduction to programming using JavaScript on HTML 5. 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.

“An excellent tutor – Knowledgable, funny and can make dry theories consumable.”
Anon

“Very good intro to JavaScript; will be very useful in job-hunting.”
Stipo Androvic

Advanced JavaScript for Websites and Web Applications
Course code: CS2608
Course fee: £460
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
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.

“An interesting course with great hands-on examples. Definitely generated more interest for Drupal and helped me with website at work.”
Sugandha Shingla

Drupal Site Builder
Course code: CS2612
Course fee: £TBD
Autumn Term (Term 1): TBD
Spring Term (Term 2): TBD
Summer Term (Term 3): TBD
Class time: TBD
Course duration: TBD

Drupal is an open source content management platform powering millions of websites and applications. The course consists of learning Drupal by building a full website with news, events, blogs and users, using the principal modules and functionality of the CMS. You will be coached through the steps until all topics are covered and the site is virtually deployed. You will also learn how to make decisions on which way a site should be built based on client needs. At the end of the course students will be able to use a Symfony framework and develop a site in Drupal 8. Drupal has one of the biggest and most exciting developers’ communities. PHP knowledge is required.

Symfony Principles and Drupal 8 Developer
Course code: CS2615
Course fee: £TBD
Autumn Term (Term 1): TBD
Spring Term (Term 2): TBD
Summer Term (Term 3): TBD
Class time: TBD
Course duration: TBD

Drupal 8 has been built using the Symfony component. Students will learn principles of Symfony and how to create their own modules, forms and templates using Drupal 8 Hooks. Templating will be also covered in this course. At the end of the course students will be able to use a Symfony framework and develop a site in Drupal 8. Drupal has one of the biggest and most exciting developers’ communities. PHP knowledge is required.
Java, Ruby and Scala

Java 1: Introduction to Object-oriented Programming with Java

Course code: CS1509
Course fee: £460

Autumn Term (Term 1):
Monday 3rd October 2016
Friday 7th October 2016
Spring Term (Term 2):
Tuesday 17th January 2017
Wednesday 18th January 2017
Summer Term (Term 3):
Friday 5th May 2017

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.

Object-oriented Programming with Java, Part 2

Course code: CS2577
Course fee: £460

Autumn Term (Term 1):
Wednesday 5th October 2016
Spring Term (Term 2):
Tuesday 17th January 2017
Summer Term (Term 3):
Thursday 4th May 2017

Class time: 18.30 – 20.30
Course duration: 10 weeks

This course builds on “Java 1: Introduction to Object-oriented Programming with Java” 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.

Building MVC Web Apps in Java EE with Spring and Hibernate

Course code: CS2581
Course fee: £440

Autumn Term (Term 1):
Thursday 6th October 2016
Summer Term (Term 3):
Monday 8th May 2017

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).

“...thought our tutor was extremely helpful and always had time for all the students. And to me that was priceless.”
Jeff Waterman

(Super(Martin); Great Tutor = 100% Results;)
Harry W.
Introduction to Scala and Functional Programming

Course code: CS2609
Course fee: £440

Autumn Term (Term 1):
Monday 3rd October 2016
Spring Term (Term 2):
Tuesday 17th January 2017

Class time: 18.30 – 20.30
Course duration: 10 weeks

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.

Database Design with SQL Server

Course code: CS1512
Course fee: £520

Autumn Term (Term 1):
Saturday 8th October 2016
Spring Term (Term 2):
Monday 8th May 2017

Class time: 18.30 – 20.30
Class time: 10.00 – 16.00 (Saturdays)
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.

“The tutor is very good and able to explain complicated topics in an accessible way.”
Lukasz Cieply

Advanced Database Concepts with SQL Server

Course code: CS2590
Course fee: £520

Autumn Term (Term 1):
Monday 3rd October 2016
Summer Term (Term 3):
Tuesday 2nd May 2017

Class time: 18.30 – 20.30
Class time: 10.30 – 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 advanced design, a comprehensive introduction to T-SQL programming, XML, a review of SQL Server’s business intelligence capabilities, server architecture, administration and advanced querying.

Introduction to SQL and Relational Databases with Oracle

Course code: CS1579
Course fee: £460

Autumn Term (Term 1):
Tuesday 4th October 2016
Spring Term (Term 2):
Thursday 19th January 2017
Summer Term (Term 3):
Thursday 4th May 2017

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.

“I loved the course and the tutor was very helpful; I would recommend this to anyone wanting a good understanding in SQL.”
Charlene Dobbs

Introduction to SQL and Data Analysis

Course code: CS1549
Course fee: £520

Autumn Term (Term 1):
Tuesday 11th October 2016
Spring Term (Term 2):
Tuesday 2nd May 2017

Class time: 18.30 – 20.30
Course duration: 10 weeks

This course introduces SQL and SAS for data analysis and data management. It covers SQL basics, database management, and data manipulation. The course also introduces SAS programming and data analysis methods such as regression, classification, and clustering.
ASP .NET: Web Applications with MVC and Entity Frameworks using C#
Course code: CS2536
Course fee: £440
Autumn Term (Term 1): Thursday 6th October 2016
Spring Term (Term 2): Thursday 19th January 2017
Summer Term (Term 3): Thursday 4th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
This course covers all the major areas of object-oriented programming. Once completed, you will understand the nature of classes, objects, class libraries, inheritance, polymorphism and interfaces; you learn about these by building a real-life application with a Windows front end. Students must have strong basic procedural programming skills.

"[The tutor's] knowledge and delivery is second to none, really enjoyed the course."
Tom O'Connor

.NET Advanced Applications Development with C#
Course code: CS3703
Course fee: £440
Autumn Term (Term 1): Friday 7th October 2016
Spring Term (Term 2): Friday 20th January 2017
Summer Term (Term 3): Thursday 4th May 2017
Friday 5th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
Those who have completed “.NET Object-oriented Programming using C#” or have equivalent knowledge will learn how to design and implement complex Windows applications using the latest .NET techniques as well as WPF and WCF. Software version: Visual Studio 2013 Ultimate (compatibilities with other versions will be covered).

Python: An introduction to programming with Python
Course code: CS2611
Course fee: £440
Summer Term (Term 3): Wednesday 3rd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
This hands-on course teaches Python, a powerful open source language that is very popular in the fields of data analysis, finance and web development. Students with little or no prior experience will learn how to think like programmers and apply knowledge gained on professionally oriented exercises done in class. You will learn basic language elements including Variables, Loops, Main method, Conditional structures and Data structure. By the end of the course you will be able to write procedural, object-oriented and functional programs in Python.

"[The tutor's] knowledge and delivery is second to none, really enjoyed the course."
Tom O'Connor

.NET Object-oriented Programming using C#
Course code: CS2540
Course fee: £440
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
This course covers all the major areas of object-oriented programming. Once completed, you will understand the nature of classes, objects, class libraries, inheritance, polymorphism and interfaces; you learn about these by building a real-life application with a Windows front end. Students must have strong basic procedural programming skills.

"[The tutor's] knowledge and delivery is second to none, really enjoyed the course."
Tom O'Connor

Essential PL/SQL and Database Administration for Oracle Database
Course code: CS2601
Course fee: £440
Summer Term (Term 3): Monday 8th May 2017
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.

Python: An introduction to programming with Python
Course code: CS2611
Course fee: £440
Summer Term (Term 3): Wednesday 3rd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
This hands-on course teaches Python, a powerful open source language that is very popular in the fields of data analysis, finance and web development. Students with little or no prior experience will learn how to think like programmers and apply knowledge gained on professionally oriented exercises done in class. You will learn basic language elements including Variables, Loops, Main method, Conditional structures and Data structure. By the end of the course you will be able to write procedural, object-oriented and functional programs in Python.

"[The tutor's] knowledge and delivery is second to none, really enjoyed the course."
Tom O'Connor

.NET Object-oriented Programming using C#
Course code: CS2540
Course fee: £440
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
This course covers all the major areas of object-oriented programming. Once completed, you will understand the nature of classes, objects, class libraries, inheritance, polymorphism and interfaces; you learn about these by building a real-life application with a Windows front end. Students must have strong basic procedural programming skills.

"[The tutor's] knowledge and delivery is second to none, really enjoyed the course."
Tom O'Connor

.NET Advanced Applications Development with C#
Course code: CS3703
Course fee: £440
Autumn Term (Term 1): Friday 7th October 2016
Spring Term (Term 2): Friday 20th January 2017
Summer Term (Term 3): Thursday 4th May 2017
Friday 5th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
Those who have completed “.NET Object-oriented Programming using C#” or have equivalent knowledge will learn how to design and implement complex Windows applications using the latest .NET techniques as well as WPF and WCF. Software version: Visual Studio 2013 Ultimate (compatibilities with other versions will be covered).
Programming in C and C++ and financial engineering

C/C++ Introduction to Programming with C, Part 1
Course code: CS1576
Course fee: £480
Autumn Term (Term 1): Tuesday 4th October 2016
Wednesday 5th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Winter Term (Term 3): Tuesday 21st March 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
This is a hands-on course, the first part of the 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.

“Very enjoyable – I would have no hesitation in undertaking another course at City.”
Anthony Price

C/C++ Object-oriented Programming with C, Part 2
Course code: CS2575
Course fee: £480
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
This course is for those who can already program in a procedural language such as C, using control structures such as if, for, while, etc. It covers the fundamentals of the C++ programming language and shows how to program using object-oriented principles. 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.

New

Financial Engineering in Interest Rates and FX (C++) applications
Course code: CS3509
Course fee: £760
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
In this course students learn the most widely used models in the banking industry on the Interest Rates and FX markets. The course starts with Libor Market Model for single and multi-currency models, then moves to Markov Functional Models, the ShortRate Models and then volatility models like SABR models, inflation, etc.

Operating systems

Linux Network and System Administration
Course code: CS2520
Course fee: £460
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
As more organisations turn to open source solutions, knowledge of Linux is becoming 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.

Advanced Linux Network and System Administration
Course code: CS2521
Course fee: £460
Autumn Term (Term 1): Monday 3rd October 2016
Spring Term (Term 2): Monday 16th January 2017
Summer Term (Term 3): Monday 8th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
As more corporations migrate their network services to open source and Linux-based solutions, the demand for highly skilled Linux engineers is now greater than ever. This advanced Linux course will provide valuable real-world knowledge on several aspects of network configurations and the troubleshooting that the role of system and network administrators requires. This includes host preparation for web services, virtual domains, multiple static IPs, Apache server optimisation, security enhancement, installation of Perl, Python, PHP, popular CMS systems (Joomla, Wordpress, Drupal), Tomcat, MySQL, Postgres and Oracle and many more. All these will be done using the console. No management systems will be involved. Students will be able to apply their skills to any Linux distribution.

Unix Tools and Shell Scripting
Course code: CS2572
Course fee: £460
Autumn Term (Term 1): Monday 3rd October 2016
Spring Term (Term 2): Monday 16th January 2017
Summer Term (Term 3): Monday 8th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
For those already familiar with UNIX, this fast-paced “UNIX Tools and Shell Scripting” course covers aspects of administration and the use of UNIX scripting tools to automate common tasks on a Solaris or other UNIX platform. Beginning with a revision of commonly used administrative commands, the course looks at the scripting tools such as bourne shell (bash) programming, AWK language and regular expressions and sed. Students will learn file permissions and the fundamentals of shell programming, input and output redirects as well as inter-process communication. Topics covered include writing scripts to add new users, modification of scripts that start services during booting, mounting NFS volumes, UNIX and networking protocols, basic UNIX security and strategies for backup and recovery. This course is focused on programming and problem solving rather than system administration. However, the skills acquired during the course will be practical for both programmers and system administrators.
Filmmaking

Digital Filmmaking
Course code: CS1335
Course fee: £580

Autumn Term (Term 1):
Tuesday 4th October 2016
Spring Term (Term 2):
Tuesday 17th January 2017
Summer Term (Term 3):
Tuesday 2nd May 2017

Class time: 18.30 – 20.30
Course duration: 10 weeks

This introductory course, run by a feature film director and a professional cinematographer, is practice-based and provides an opportunity to learn about digital filmmaking by writing, directing and editing a scene. Students gain knowledge about the development, pre-production, production and post-production stages of making short films. The first sessions of the course are structured to provide the skills to write a dramatically sound scene. Students are then shown a director’s visual storytelling toolkit which enables filmmakers to use the camera as a storytelling tool. This knowledge is then utilised during a weekend shooting exercise where all students direct the scene they have written while gaining additional skills by operating camera, lighting and sound for other students as they direct. Scenes are shot on a professional digital camera. The final stage of the course trains students in the use of Adobe Premiere editing software while cutting their scene from the weekend workshop. Including the weekend filming, the course covers 39 hours of tuition.

Video Editing with Adobe Premiere Pro
Course code: CS2389
Course fee: £520

Autumn Term (Term 1):
Thursday 6th October 2016
Spring Term (Term 2):
Thursday 19th January 2017
Summer Term (Term 3):
Thursday 4th May 2017

Class time: 18.30 – 20.30
Course duration: 10 weeks

Whether you are looking to make your first steps into film editing or looking to enhance your current skills, this course introduces learners to the many comprehensive tools and editing techniques in Adobe Premiere Pro, one of the top players in professional digital editing. Learn to import and organise footage, cut and trim clips, create cutaways, produce sound effects, perform multi-camera editing, do effective blue screen, apply transitions, produce motion effects, add filters, colour correct and add titles. Together with discussion on editing techniques used in professional films, there will also be an opportunity for the entire class to shoot and edit a short film within a session. The course is facilitated by an experienced videographer and trainer. The price includes a course book which can be used at home. Premiere software is available for both Mac and PC and can be downloaded as a time-limited free trial or bought on monthly subscription at a very reasonable cost.

Renowned across the globe for innovation, British film, television, music and design form part of the creative industries, employing over 2.8 million people in the UK. The creative industries combined are now worth £84.1 billion per year to the UK economy and generate nearly £9.6 million per 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.
Screenwriting: First Steps

Course code: CS2383
Course fee: £430

Autumn Term (Term 1):
Thursday 6th October 2016

Spring Term (Term 2):
Thursday 19th January 2017

Summer Term (Term 3):
Thursday 4th May 2017

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.

“Incredibly insightful and inspiring...you can find your voice in the art of screenwriting- that’s what makes it magical because it’s your vision unfolding in the midst of wild imagination, adventure and creativity.”
Adwoa Asiedu

Introduction to Subtitling

Course code: CS5030
Course fee: £200

Summertime (Term 3):
Tuesday 2nd May 2017

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.
The business of art and music

The Business of the Visual Arts
Course code: CS1334
Course fee: £430
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
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. It provides insight into the management of a gallery and an artist’s practice. It provides insight into the management of a gallery and an artist’s practice.

Curating and Exhibition Management
Course code: CS1336
Course fee: £430
Autumn Term (Term 1): Wednesday 5th October 2016
Spring Term (Term 2): Wednesday 18th January 2017
Summer Term (Term 3): Wednesday 3rd May 2017
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: £430
Spring Term (Term 2): Tuesday 17th January 2017
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.

My name is Catherine Anderson. I’m Head of Communications at British Board of Film Classification (BBFC). I wanted to combine and expand upon my existing expertise in PR and Communications and my BA Honours degree in Art History and was interested to find out how adaptable my skills are and learn more about business models and requirements involved in the arts market and in running contemporary art galleries and exhibitions.

I enrolled in The Business of the Visual Arts. The tutor, Renee Pfister, had a fantastic teaching style. She was relaxed yet organised and confident. There was plenty of opportunity for interaction and our small study group worked well together as many of us had shared interests and backgrounds studying the arts, despite the diverse areas in our current job roles. I am still in touch with one fellow student who also works in Soho and we often meet and occasionally attend exhibitions and lectures together.

The course has enhanced my existing skill set by demonstrating how I can apply my expertise to the art world. It has also broadened my interests in the arts market and expanded my knowledge of how galleries work, the essentials in setting up a gallery, communicating on behalf of an artist and how to protect the IP of an artist’s work.

I have already started to apply various aspects of the course in my current role at the BBFC, particularly knowledge around IP protection and copyright. I have also supported a friend in setting up her new business website, putting into practice elements discussed in lectures about communications for artists.
My name is Abena. It is a West African name that Akan people give to girls born on a Tuesday. I am currently working as a marketing and events volunteer for an employment charity.

I took a Major Events Management short course at City.

My career path has given me the opportunity to work on events and projects aimed at creating brand experiences for consumers; however, most of my knowledge has largely been acquired through work in the African market. I was curious to see things from a different perspective and learn from people from various cultures and diverse professional backgrounds. This course gave me just what I needed.

My tutor, Liam Devine, was patient and attentive to each student. His examples were professionally oriented and we could all relate to them, although we came from different areas of expertise. He also made himself available after class hours if you needed advice on a project or anything else related to the course.

Gaining a different perspective on the job that I love gave me more confidence in my line of work. It improved my reporting and documentation processes and I developed a more robust approach to planning for projects.

Event management

Major Events Management

Course code: CS2304

Course fee: £430

Autumn Term (Term 1):
Tuesday 4th October 2016
Wednesday 5th October 2016
Thursday 6th October 2016

Spring Term (Term 2):
Tuesday 17th January 2017
Wednesday 18th January 2017
Thursday 19th January 2017

Summer Term (Term 3):
Tuesday 2nd May 2017
Wednesday 3rd May 2017
Thursday 4th May 2017

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 live events, from music festivals to trade fairs and club nights to conferences, including charity, governmental and major commercially sponsored events. It covers strategic planning, budgeting, marketing and sponsorship, operations and production, health and safety and risk management, and approaches them from both a theoretical and a very professionally oriented, hands-on perspective. Case studies are used to aid learning and industry best-practice templates are also provided for use on tasks such as budget planning, risk management, production schedules and press releases. The course is suitable both for entry-level learners who want an overview of the topic and for those already working in events who want to re-examine their practice and add to their portfolio of skills.

“Lots of great professionally oriented examples of real events – including the budgeting information – which is really helpful. The course consolidated some things I already knew, introduced me to lots I didn’t, and left me wanting to learn more. I wholeheartedly recommend this course”

Vin Goodwin
City’s writing short course programme delivers. Many of our graduates go on to publish articles, short stories and even novels. Others upskill to better jobs or fulfil personal ambitions through following their passion for writing. With a proven track record and more than ten years’ experience in the field, we really are 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 blogs, or just thinking of taking that first step towards creating writing, we have a course to suit your needs. Our range of innovative writing courses are taught by professional authors and editors, all 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, look no further than The Novel Studio, our flagship one-year programme www.city.ac.uk/courses/short-courses/the-novel-studio.

For 2016/17 we are delighted to introduce four brand new courses: Children’s Fiction Workshop; Writing for the Web and Digital Media; The Authorpreneur; and Writing the Memoir.

For up-to-date writing Short Course information, including our vibrant events programme, follow us on Twitter @writingmatters.

**Writing**

**Fiction writing**  Beginners’ courses

**An Approach to Creative Writing**

Course code: CS1201

Course fee: £265

Autumn Term (Term 1):
Tuesday 4th October 2016
Thursday 6th October 2016

Spring Term (Term 2):
Tuesday 17th January 2017
Thursday 19th January 2017

Summer Term (Term 3):
Tuesday 24th May 2017
Thursday 4th May 2017

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.

“I think it’s a fantastic course, brilliantly taught and I will miss it dearly.”

Eithne McCrory

**Writing for Children**

Course code: CS1211

Course fee: £265

Autumn Term (Term 1):
Tuesday 4th October 2016

Spring Term (Term 2):
Wednesday 18th January 2017

Summer Term (Term 3):
Wednesday 3rd May 2017

Class time: 18.30 – 20.30

Course duration: 10 weeks

This is an introductory course for students who would like to write for readers aged 3-16. The first five weeks will focus on learning writing techniques in the context of children’s books, covering a range of areas including characterisation, settings, dialogue and plotting. We will also look at texts from a variety of published children’s authors. The second half of the course will involve analysing different parts of the children’s and Young Adult book markets in more detail. Each week students will tackle writing exercises and there will be some element of sharing work. 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.

**Screenwriting: First Steps**

Course code: CS2383

Course fee: £430

Autumn Term (Term 1):
Thursday 6th October 2016

Spring Term (Term 2):
Thursday 19th January 2017

Summer Term (Term 3):
Thursday 4th May 2017

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.
Intermediate courses

New

Children’s Fiction Workshop
Course code: CS1221
Course fee: £265

Autumn Term (Term 1): Wednesday 5th October 2016
Spring Term (Term 2): Wednesday 18th January 2017
Summer Term (Term 3): Wednesday 3rd May 2017

Class time: 18.30 – 20.30
Course duration: 10 weeks

This course provides inspiration and guidance for writers working on the manuscript for a children’s book – or thinking about writing one. It is an intermediate course, ideally suited to those who have already completed the Writing for Children course, or who have other writing experience. The course focuses on the specific requirements of children’s literature today, with advice on where to focus and when to break the rules. Each class includes writing exercises and a workshop slot where students can share extracts of their work in progress. You will learn from examples of some of the best current children’s writers in each age group and gain an insight into what agents and publishers are looking for. By the end of the course you will have a clear idea of what to work on to make your writing stand out, and which support networks can help you reach your writing goals.

“The tutor and course environment has been wonderful – open, relaxed, supportive, encouraging and so useful.”
Camilla Chester

Novel Writing and Longer Works
Course code: CS1207
Course fee: £320

Autumn Term (Term 1): Monday 3rd October 2016
Spring Term (Term 2): Monday 16th January 2017
Summer Term (Term 3): Monday 8th May 2017

Class time: 18.30 – 20.30
Course duration: 10 weeks

This course focuses on getting that elusive novel or long short story up and running. Through seminar discussion, exercises, selected reading and workshops, you will gain an understanding of essential novel-writing techniques – character, plot, structure, voice, pace, setting, point of view – and develop the skills required to sustain a work of longer fiction. Workshop/peer review of students’ own writing will be a key component of the course.

“...really nice and approachable tutor who treated everyone fairly and equally and set up an environment of complete respect for himself and fellow students.”
Richard Taylor

Short Story Writing
Course code: CS1205
Course fee: £310

Autumn Term (Term 1): Wednesday 5th October 2016
Spring Term (Term 2): Wednesday 18th January 2017
Summer Term (Term 3): Wednesday 3rd May 2017

Class time: 18.30 – 20.30
Course duration: 10 weeks

This short story course enables both new and experienced writers to gain confidence in exploring and developing their creativity through short story writing, reading, and group discussion. You will learn how to write short stories for pleasure or professionally, and you will develop your understanding of short story elements, such as character, dialogue, structure, plot and setting. Throughout the course, you will develop your writing skills through in-class writing activities and professional feedback on your writing. You will also critique the work of important contemporary short story writers. You will produce a complete short story at the end of the course.

“I enjoyed the course immensely and found critiquing others’ stories, and writing my own, to be very rewarding. It has put me back on track as a writer, and for that I am very grateful. I would welcome an advanced course and would very much like to sign up.”
Paul Nevin

Advanced courses

Writers’ Workshop
Course code: CS3209
Course fee: £335

Autumn Term (Term 1): Monday 3rd October 2016
Spring Term (Term 2): Monday 16th January 2017
Summer Term (Term 3): Monday 8th May 2017

Class time: 18.30 – 20.30
Course duration: 10 weeks

This is an advanced fiction-writing course designed to help experienced writers move continuing 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 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.

“Writers’ Workshop helped me immeasurably...I feel certain I wouldn’t have got my place at UEA without having attended (the course).”
Imogen Gowar
The Novel Studio

Course code: CS3110
Course fee: £2,400

Autumn Term (Term 1):
Tuesday 4th October 2016
Thursday 6th October 2016

Spring Term (Term 2):
Tuesday 17th January 2017
Thursday 19th January 2017

Summer Term (Term 3):
Tuesday 2nd May 2017
Thursday 4th May 2017

Class time: 18.30 – 20.30
Frequency: Twice a week (Tuesday and Thursday)
Course duration: 30 weeks

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. In the final term, students are 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 2017/2018
Candidates should email the following to Emily Pedder (emily.pedder.1@city.ac.uk) between March and April 2017:
• A brief curriculum vitae
• A portfolio of original fiction of no more than 2,000 words in total.

Shortlisted candidates will be invited to interview.

“Applying for The Novel Studio was one of the best decisions I’ve made. The structure of the course allowed me to fit it around my full time job, but also gave me the time and space to focus on my writing. The classes were engaging, informative and helped me to shape my idea into a fully-fledged novel. I made lifelong friends, who I still meet up with regularly to workshop our writing, and I’ve recently signed with an agent, who I met due to the anthology we sent out at the end of the course. Thank you Novel Studio.”

Bethan Moore

Human rights and criminal justice solicitor, Anna Mazzola, read English at Oxford. She says of The Novel Studio year-long course, “It lived up to its high reputation. I had some fantastic tutors and their input in my novel has been invaluable. By working with them on my synopsis in the early part of the course, I developed a clear structure for my novel along with the tools for writing it. I then used the structure of the course itself to ensure that I finished my first draft by the end of the summer term.”

“The group sessions are great for getting you accustomed to the criticism necessary during the editing process and provide a useful sounding board for your ideas and work. I continue to meet with the friends I made on the course and I know the same is true of many previous year’s students. Writing can be a lonely business and finding people who will give candid but constructive feedback was, for me, a highlight of the course.”

Her debut novel, The Unseeing, has just been published by Tinder Press.
Non-fiction writing  Beginners’ courses

Building a Career in Adventure and Travel Journalism
Course code: CS1224
Course fee: £125
Term: TBD
Class time: 10.00 – 16.30
Course duration: 1-day masterclass

Learn the essential skills and find out about connections required to become a travel and adventure journalist. Explore how, from a standing start, you can develop a profile and contacts, find stories, seek commissions and promote yourself. Learn how to write a blog, network and use different forms of social media. Get an understanding of video production, article writing and photography. Find out what other skills can help develop your career and get a great reading list for further development.

“I had a great experience during my first course at City University London. The tutor was very knowledgeable in his field and inspired me to continue my learning outside of the course.”
Jack Opie

Freelance Writing: How to Get Published in Print and Online
Course code: CS1765
Course fee: £355
Autumn Term (Term 1): Monday 3rd October 2016
Spring Term (Term 2): Monday 16th January 2017
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. This real-world focused course covers 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. You must be fluent in spoken and written English.

“One of the exercises from this course made me realise my potential and encouraged me to apply for work experience at The Guardian and they accepted me... an amazing experience that will certainly help you in your career.”
Daniella Nimcevic

Travel Writing
Course code: CS1212
Course fee: £355
Summer Term (Term 3): Monday 8th May 2017
(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’.

“The tutor is a highly experienced, passionate and knowledgeable journalist. Although her work pays particular attention to travel writing, her expertise spans a variety of topics. She provides great tips and how to stay relevant in the journalism world and highlights how students she has taught have since gone on to become successful journalists. Having only taken an interest in journalism more recently, I feel honoured to have had such a credible tutor at this, still, very premature stage of my career. She is an inspiration to me and I would recommend her services to anyone serious about journalism.”
Candace Oxley

Writing for the Web and Digital Media
Course code: CS1227
Course fee: £125
Autumn Term (Term 1): Saturday 12th November 2016
Class time: 10.30 – 16.30
Course duration: 1-day masterclass

Writing for digital media can be very different from writing for other media. This interactive one-day digital writing course will show you how to use written content to build and strengthen your brand. It will cover writing for various online platforms including websites, blogs and social media. In addition to discussing how to make your writing more effective, how to find the story in your business communications and how to attract and keep the attention of your audience, the course will also cover editing and proofreading skills, best practices for titles and subheadings, blogging, editorial planning, how to use keywords to improve SEO and how to apply content marketing principles. Students must be fluent in written and spoken English. Please bring a laptop or tablet for in-class exercises.
Writing

Intermediate courses

Narrative Non-Fiction
Course code: CS1220
Course fee: £275
Autumn Term (Term 1): Monday 3rd October 2016
Spring Term (Term 2): Monday 16th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
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 onto 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 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.

New

The Authorpreneur
Course code: CS1228
Course fee: £265
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

Writing is only half of what it takes to be a modern author. How do you create a platform and strategy for your writing that builds interest and readers? The Authorpreneur course can help you find out. Aimed at those who would like to have their work published and earn a living from writing, the course looks at the reality of the modern publishing world and what is required of you as an author aside from the writing. During the course, you will develop a personal business strategy and plan how to implement it by: establishing and understanding the genre of your writing; examining the various routes to market, traditional and independent; looking at how to establish a platform in the real world and online, from which to market yourself to readers, agents and publishers. By the end of ten weeks you will have developed the skills that every modern author needs.

“My name is Kamila Zahno and I recently retired from a very active career as a freelance public and voluntary sector consultant. I had planned to write my memoirs but needed inspiration and structure. I found City’s Narrative Non-Fiction short course which exceeded my expectations. It was very professionally oriented and the notes from the tutor, Peter Forbes, were excellent. We had plenty of varied assignments and towards the end of the course the tutor gave us information about further editing and mentoring help we could get as well as tips on publication. Even with limited time for student interaction due to the intensity of the course, I got to know some of the students quite well. We were all so different with a myriad of writing styles. I learned a lot from our sessions, particularly from the writing tips and examples from selected books. Throughout the course duration, I was able to write my synopsis and book proposal, which was a great start to my memoir. I am now halfway through my manuscript and have submitted 2,000 words to an anthology of the “mixed race” experience of families which was accepted for publication. The next step for me is to finish writing my memoir and find a publisher.”

“City University London’s ‘Authorpreneur’ course provides perceptive, up-to-date and actionable insights into today’s publishing world from someone with real in-depth experience of the industry. The participants were working in widely different areas which meant the sessions covered a very broad spectrum of book types. Heather’s realistic no-nonsense approach made us all think about what we were doing as well as supplying a huge range of ideas on how we could do it better and what other options might be worth pursuing. Challenging and great fun.”

Peter Kelly

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Peter Kelly
Writing

Writing for Business
Course code: CS1216
Course fee: £430
Autumn Term (Term 1):
Thursday 6th October 2016
Spring Term (Term 2):
Thursday 19th January 2017
Summer Term (Term 3):
Thursday 4th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course is for working business professionals who want to improve their writing for business skills. It is a real-world course suitable for those whose job involves writing corporate documents, or who want their business writing to stand out in a crowd. Topics covered 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. You must be fluent in spoken and written English.

“The course has given me the confidence to step outside my comfort zone and prepare speaking notes and speeches at a very senior level, secure that the message is tailored to the audience and hits the point succinctly and accurately.”
Michelle Taylor

Writing the Memoir
Course code: CS1225
Course fee: £125
Autumn Term (Term 1):
Saturday 12th November 2016
Spring Term (Term 2):
Saturday 4th March 2017
Summer Term (Term 3):
Saturday 10th June 2017
Class time: 10.00 – 16.00
Course duration: 1-day masterclass

Embarking on writing a memoir is a big step. This course aims to prepare you for all the questions you will need to ask yourself before you start as well as along the way. We will be looking at everything from motivation to dealing with taboo material, the problem of memory and subjectivity and the ethics of writing about living people. We will look at how to begin the process and whether research for the book is possible. While this course will be theory-led through handouts and presentations, there will be discussions and also written exercises. Bring your idea and lots of questions.

Fact-based Storytelling
Course code: CS1222
Course fee: £310
Spring Term (Term 2):
Saturday 14th January 2017
Saturday 11th February 2017
Saturday 11th March 2017
Saturday 8th April 2017
Saturday 6th May 2017
Saturday 3rd June 2017
Class time: 10:00 – 13:00
Course duration: 6 Saturdays over 6 months

Inspirational, informative and thought-provoking, these inventive fact-based storytelling Saturday 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 centers around providing support and ideas via discussion and feedback for your own specific projects, possibly started in Narrative Non-Fiction.

“The support that we’ve had from our tutor and from each other has been warm and sincere. I’m so glad I did it.”
Hazel Edwards

New

Advanced courses
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 beginner’s 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 courses, we can create bespoke classes for higher levels i.e. Upper Intermediate and Advanced.

Regular homework is essential and most courses require purchase of a textbook. Our language 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.city.ac.uk/study/short-courses/modern-languages and click on the language that interests you. There 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 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 our Year 2 Lower intermediate, you can take this course to build your confidence in speaking and listening and to improve your grammar. Beginners Plus, if offered for the language of your choice, is an excellent revision of Year 1.

**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 2 Lower Intermediate course**

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

**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. Our Lower Intermediate course enables you to build on listening, speaking, reading and writing skills. It runs over three terms.

**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 our Year 2 Lower intermediate, you can take this course to build your confidence in speaking and listening and to improve your grammar. Beginners Plus, if offered for the language of your choice, is an excellent revision of Year 1.

**Year 3 Intermediate course**

If you have completed our Year 2 Lower Intermediate course, 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 bespoke 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 bespoke 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 our 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>
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<tbody>
<tr>
<td>Year 1</td>
<td>Beginner</td>
<td>No prior knowledge required.</td>
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<td></td>
<td>You should be able to introduce yourself and</td>
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<td>others; ask time and discuss your daily</td>
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<td>routine; talk about your profession, friends</td>
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<td>and family; use pronouns, prepositions</td>
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<td>and imperatives; or approximately 30-40</td>
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<td>hours of formal prior study; or have</td>
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<td>completed Beginners course while ago.</td>
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<td>Beginner Plus</td>
<td>You should be able to make introductions</td>
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<td>about yourself and others; ask time and</td>
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<td>discuss your daily routine; talk about your</td>
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<td>Year 2 Lower</td>
<td>Intermediate</td>
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<td></td>
<td>You should have some notions of the past</td>
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<td>tense, the ‘near past’ (I’ve just...) and</td>
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<td>future tenses (I am going to/will); you</td>
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<td>should also be able to carry out a basic</td>
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<td>conversation, or approximately 60 hours of</td>
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<td>formal prior study; or have a good but</td>
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<td>‘rusty’ GCSE.</td>
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<td>Year 3</td>
<td>Intermediate</td>
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<td>You should have some knowledge of the</td>
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<td>subjunctive, the use of gerunds and since/</td>
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<td>for/during; be able to speak quite fluently</td>
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<td>in most daily topics, understand newspapers</td>
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<td>and follow discussions on topics of current</td>
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<td>interests; or approximately 120 hours of</td>
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<td>formal prior study; or have a good but</td>
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<td>‘rusty’ A1 level.</td>
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<td>Year 4</td>
<td>Upper Intermediate</td>
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<td>These courses are bespoke.</td>
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<td>An individual diagnostic test would be</td>
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<td>Year 5</td>
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**Arabic**

**Arabic Beginners (Year 1)**

Course code: CS1869  
Course fee: £230 per term; £550 for the whole year if paid in one transaction

Autumn Term (Term 1): Tuesday 4th October 2016  
Spring Term (Term 2): Tuesday 19th January 2017  
Summer Term (Term 3): Tuesday 2nd May 2017

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

*This course is an introduction to the Arabic language and way of life for the purpose of professionally oriented communication. Modern Standard Arabic is taught with reference to dialects. Students learn to make polite requests and express likes and dislikes as well as 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 they will be able to speak, read, write and understand simple Arabic sentences. This is an intensive course. 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, this 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.  
"The tutor is really good and manages to give a lot of 1 on 1 tutoring in the class as well as group learning."  
Anon*

**Arabic Accelerated (Year 1)**

Course code: CS1883  
Course fee: £400  
Spring Term (Term 2): Monday 16th January 2017  
Class time: 18.30 – 20.30  
**Course duration:** 10 weeks, two evenings a week (Monday and Wednesday)

*This course is an introduction to the Arabic language and way of life for the purpose of professionally oriented communication. Modern Standard Arabic is taught with reference to dialects. The Arabic script is introduced letter by letter with grouping. Listening and speaking exercises reinforce the relationship between the letters learnt and their associated sound. 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. This is an intensive course. 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, this 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.*

**Arabic Beginners Summer Intensive (Year 1)**

Course code: CS1876  
Course fee: £500  
Summer Term (Term 3): Monday 8th May 2017  
**Class time:** 18.00 – 21.00  
**Course duration:** 10 weeks, two evenings a week (Monday and Wednesday)

*Whether you wish to speak using the formal register of Modern Standard Arabic or the informal Egyptian Cairo dialect, or develop the ability to read simple authentic texts and understand culturally important expressions used among friends and acquaintances, this course is for you. Learn Arabic from scratch with this highly intensive course designed for complete beginners who want to learn the richness of variation in the Arabic language and be able to initiate and sustain conversations on daily topics with native speakers. It runs two evenings a week for ten weeks. The content of three terms is covered in one so only those committed to spending more hours outside of class should enrol. Three crucial speaking skills which are pronunciation of sounds, gender and conjugation in context will be developed during the course and students will gain a deep understanding of Arabic-speaking countries and its rich culture by the end of the course.*
Chinese Mandarin

**Arabic Lower Intermediate (Year 2)**
- **Course code:** CS1872
- **Course fee:** £230 per term; £550 for the whole year if paid in one transaction

**Autumn Term (Term 1):**
- Thursday 6th October 2016
**Spring Term (Term 2):**
- Thursday 19th January 2017
**Summer Term (Term 3):**
- Thursday 4th May 2017
- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

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, describing neighbourhood businesses and their locations, discussing sports and food, expressing preference and frequency. 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 skill are fully practiced. It also offers the opportunity to understand Arabic culture and way of life.

"Great tutor: helpful, conscientious and practical."
- Anon

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**Chinese Mandarin Beginners (Year 1)**
- **Course code:** CS1001
- **Course fee:** £230 per term; £550 for the whole year if paid in one transaction

**Autumn Term (Term 1):**
- Wednesday 5th October 2016
**Spring Term (Term 2):**
- Wednesday 18th January 2017
**Summer Term (Term 3):**
- Wednesday 3rd May 2017
- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

Would you like to understand the meaning of Xièxiè and ZÀijiàn as you have heard your Chinese friends saying these words many times? Do you want to be able to make introductions, talk about your family and professions with Chinese clients and make enquiries 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. Hands-on tasks and role play exercises are carried out to create realistic situations and distinctive cultural aspects are discussed.

**Chinese Mandarin Accelerated Beginners (Year 1)**
- **Course code:** CS1024
- **Course fee:** £460

**Spring Term (Term 2):**
- Monday 16th January 2017
- **Class time:** 18.30 – 20.30
- **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 Nǐ huo and wonder what the difference is. Your favourite food is Chinese and you would like to be able to order your favourite dishes in Manda rin. 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. 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 Summer Intensive Beginners (Year 1)**
- **Course code:** CS1026
- **Course fee:** £500

**Spring Term (Term 3):**
- Monday 8th May 2017
- **Class time:** 18.30 – 21.00
- **Course duration:** 10 weeks, two evenings a week (Monday and Wednesday)

You already read Pinyin and can easily introduce yourself and others in Mandarin. 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. It runs over three terms focusing on Pinyin tones and pronunciation. 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 and strengthens their ability to communicate more fluently and offers the opportunity to broaden cultural understanding.

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**Chinese Mandarin Summer Term (Year 2)**
- **Course code:** CS1025
- **Course fee:** £230 per term; £550 for the whole year if paid in one transaction

**Spring Term (Term 2):**
- Thursday 6th October 2016
- **Class time:** 18.30 – 20.30
- **Course duration:** 10 weeks

"Thoroughly enjoyed the course and feel the content was very useful."
- Donovan A.
French Beginners (Year 1)
Course code: CS1801
Course fee: £230 per term; £550 for the whole year if paid in one transaction

Autumn Term (Term 1): Tuesday 4th October 2016
Wednesday 5th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Wednesday 18th January 2017
Summer Term (Term 3): Tuesday 21st May 2017
Wednesday 3rd May 2017

Class time: 18.30 – 20.30
Course duration: 10 weeks

This course is an introduction to the French language and culture. Students learn how to introduce themselves, their professions and family members; how to speak about food and clothing; how to explain modes of transport and itineraries. 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 responses in class. This course runs over three terms which progressively build upon one another. 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.

French Accelerated Beginners (Year 1)
Course code: CS1843
Course fee: £400
Spring Term (Term 2): Monday 16th January 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks, two evenings a week (Monday and Wednesday)

This 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 professionally oriented communication. Students develop essential speaking, listening, reading and writing skills as well as a solid understanding of the structure of the language. This is an 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.

French Summer Intensive (Year 1)
Course code: CS1844
Course fee: £500
Summer Term (Term 3): Monday 8th May 2017
Class time: 18.00 – 21.00
Course duration: 10 weeks

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. It is a highly intensive course requiring regular attendance and homework commitments between lessons, as the content of three terms is 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.

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 Year 2 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 your knowledge of French culture and way of life.

French Lower Intermediate Year 2
Course code: CS1804
Course fee: £230 per term; £550 for the whole year if paid in one transaction
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Thursday 17th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

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 and be able to understand what the lady explains to you about the various cheeses on her market stall. You want to read a book in French and broaden your conversation at a meeting with French clients. This course enables students to communicate with more variation and fluency to feel confident in most everyday situations with French native speakers. Listening, speaking, reading and writing skills are built upon and advanced main points in French grammar are covered. It also aims to broaden understanding of the French culture and way of life.

French Intermediate (Year 3)
Course code: CS1807
Course fee: £230 per term; £550 for the whole year if paid in one transaction
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course 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 upon one another. Students improve their oral and written fluency by reading and discussing newspapers, 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.

You’re never too old to learn something new…totally worth the investment...”
Christopher Lovejoy-Black

“...one of the best tutors I’ve ever had...”
Alison Blood
German

German Beginners (Year 1)
Course code: CS1828
Course fee: £230 per term; £550 for the whole year if paid in one transaction

Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Summer Term (Term 3): Tuesday 24th January 2017
Course duration: 10 weeks
Class time: 18.30 – 20.30

Whether you want to understand when your German friend tells you in conversation "Ich möchte kein Bier trinken" because she is not drinking beer this evening or wish to learn how to order Hackepeter in Berlin, this course is for you. This course is an introduction to the German language and way of life for the purpose of professionally oriented communication. It 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. This course requires commitment and dedication. Students should expect to study between classes to be able to keep up with the course pace. 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 in the country when visiting.

"Very helpful and knowledgeable tutor. Great learning experience."
Shan Jiang

German Accelerated (Year 1)
Course code: CS1819
Course fee: £400
Spring Term (Term 2): Monday 16th January 2017
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 course is designed for complete beginners who want to progress quickly as the material of two terms is covered in one term only. It is an introduction to the German language and way of life for the purpose of professionally oriented communication. Students develop essential speaking, listening, reading and writing skills as well as a solid understanding of the structure of the language. This course requires commitment and dedication. Students should expect to study between classes to be able to keep up with the course pace. 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 in the country when visiting.

German Summer Intensive Beginners (Year 1)
Course code: CS1850
Course fee: £500
Summer Term (Term 3): Monday 8th May 2017
Class time: 18.00 – 21.00
Course duration: 10 weeks

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 a highly intensive course requiring regular attendance and homework commitments between lessons, as the content of three terms is 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 materials. Grammar is revised and homework is assigned to improve spoken and written language skills and cover the main points in German grammar. This course enables communication with more variation and fluency, and students feel confident in most everyday situations with German native speakers. It also broadens their understanding of the German culture and way of life.

"I feel I have made progress with my German. [The tutor] is an excellent teacher who delivers interesting and engaging lessons."
Anon

German Summer Intensive Intermediate (Year 2)
Course code: CS1831
Course fee: £230 per term; £550 for the whole year if paid in one transaction
Autumn Term (Term 1): Thursday 6th October 2016
Spring Term (Term 2): Thursday 19th January 2017
Summer Term (Term 3): Thursday 4th May 2017
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 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: £230 per term; £550 for the whole year if paid in one transaction
Autumn Term (Term 1): Thursday 6th October 2016
Spring Term (Term 2): Thursday 19th January 2017
Summer Term (Term 3): Thursday 4th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course is the follow-up to German Year 2 (Lower Intermediate) 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 and homework assignments are given short presentations, and read and write to a high standard. They also gain a deeper understanding of the culture in German speaking countries.
Italian Beginners (Year 1)
Course code: CS1819
Course fee: £230 per term; £550 for the whole year if paid in one transaction
Autumn Term (Term 1): Monday 3rd October 2016
Spring Term (Term 2): Monday 16th January 2017
Summer Term (Term 3): Monday 8th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course is an introduction to the Italian language and culture. Students learn how to introduce themselves, their professions and family members, express preferences and how to order food and drinks. 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 responses in class. 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.

“The tutor is fantastic. She is clearly passionate about teaching and conveys her knowledge in an interesting and easy to follow way.”
Karolina K.

Italian Lower Intermediate (Year 2)
Course code: CS1822
Course fee: £230 per term; £550 for the whole year if paid in one transaction
Autumn Term (Term 1): Thursday 6th October 2016
Spring Term (Term 2): Thursday 19th January 2017
Summer Term (Term 3): Thursday 4th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

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. You want to watch an Italian film and broaden your conversation at a meeting with Italian clients. This course runs over three terms and listening, speaking, reading and writing skills are built upon and gradually developed. It 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.

My name is Lucie Langevin. I am a Marketing Executive with an award-winning Italian villa rental company based in London. At City I took an Italian Lower Intermediate short course.
I’m passionate about languages and have always loved Italian culture – the country, the history, the art, the cinema, the food... To me, learning Italian is about understanding the culture better and gaining insight into what makes the country and its inhabitants tick.
Veronica de Felice is a great tutor – an authentic Italian with a wonderful sense of humour, always in a good mood and keen on pushing us to learn more and get the best from her teaching. Every Thursday I looked forward to my two hours of Italian and always left the class feeling motivated and enlightened. She regularly went beyond the basics and varied the content of the lessons so that each class would be rich and intense. She always included a great balance of activities including culture, grammar, speaking, writing, interactive exercises and homework to practise and prepare for the next class and she always displayed an encouraging attitude towards her students.
I want to achieve a level where it feels natural to speak Italian. I want to travel even more to experience the culture and speak the language in real life situations. And I want to be able to read books and watch movies in Italian. Learning a new language opens up a whole new world to you and this is precisely what I love. I will keep learning until I am fluent.

My name is Lucie Langevin. I am a Marketing Executive with an award-winning Italian villa rental company based in London. At City I took an Italian Lower Intermediate short course.
I’m passionate about languages and have always loved Italian culture – the country, the history, the art, the cinema, the food... To me, learning Italian is about understanding the culture better and gaining insight into what makes the country and its inhabitants tick.
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I want to achieve a level where it feels natural to speak Italian. I want to travel even more to experience the culture and speak the language in real life situations. And I want to be able to read books and watch movies in Italian. Learning a new language opens up a whole new world to you and this is precisely what I love. I will keep learning until I am fluent.
## Japanese

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS1853</td>
<td>Japanese Beginners (Year 1)</td>
<td>Tuesday 4th October 2016</td>
<td>Tuesday 17th January 2017</td>
<td>Tuesday 2nd May 2017</td>
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<tr>
<td>£230 per term; £550 for whole year if paid in one transaction</td>
<td><strong>Class Time</strong>: 19.00 – 21.00</td>
<td><strong>Course Duration</strong>: 10 weeks</td>
<td><strong>Course Duration</strong>: 10 weeks</td>
<td><strong>Course Duration</strong>: 10 weeks</td>
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<td>CS1863</td>
<td>Japanese Accelerated Beginners (Year 1)</td>
<td>Monday 16th January 2017</td>
<td><strong>Class Time</strong>: 19.00 – 21.00</td>
<td><strong>Course Duration</strong>: 10 weeks</td>
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<td>£400</td>
<td><strong>Spring Term (Term 2)</strong>: Monday 16th January 2017</td>
<td><strong>Course duration</strong>: 10 weeks</td>
<td><strong>Course duration</strong>: 10 weeks</td>
<td><strong>Course duration</strong>: 10 weeks</td>
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<tr>
<td>CS1859</td>
<td>Japanese Summer Intensive Beginners (Year 1)</td>
<td>Monday 8th May 2017</td>
<td><strong>Summer Term (Term 3)</strong>: Friday 4th May 2017</td>
<td><strong>Summer Term (Term 3)</strong>: Friday 4th May 2017</td>
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<tr>
<td>£500</td>
<td><strong>Course Fee</strong>: £500</td>
<td><strong>Class Time</strong>: 18.00 – 21.00</td>
<td><strong>Course Fee</strong>: £400</td>
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<td>CS1856</td>
<td>Japanese Lower Intermediate (Year 2)</td>
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<td><strong>Course Duration</strong>: 10 weeks</td>
<td><strong>Autumn Term (Term 1)</strong>: Thursday 6th October 2016</td>
<td><strong>Class Time</strong>: 19.00 – 21.00</td>
<td><strong>Spring Term (Term 2)</strong>: Thursday 9th January 2017</td>
<td><strong>Summer Term (Term 3)</strong>: Thursday 4th May 2017</td>
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</tbody>
</table>

Learn how to speak, understand, read and write Japanese from scratch. Students develop essential listening and speaking as well as reading and writing skills. The three forms of Japanese characters Hiragana, Katakana and very basic Kanji are all introduced. This course runs over three terms that progressively build on one another. Lessons take place once a week for 10 weeks. It is an introduction to the Japanese language and way of life for the purpose of professionally oriented communication. Whether learning Japanese for travelling, working abroad or with foreign companies, this course enables students to communicate confidently on daily topics and be able to socialise with native speakers.

"This course has been amazing. I couldn't imagine I would learn so much in only 10 weeks. The tutor has a lot of experience, he is very friendly and helpful, and makes the lessons very fun and entertaining."

— Raquel Benros

"I have visited Japan several times and now practice a Japanese martial art, so learning the language was the next step...City was the right choice for me."

— Anon

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**Japanese Beginners (Year 1)**

- **Course Code:** CS1853
- **Course Fee:** £230 per term; £550 for the whole year if paid in one transaction
- **Autumn Term (Term 1):** Tuesday 4th October 2016
- **Spring Term (Term 2):** Tuesday 17th January 2017
- **Summer Term (Term 3):** Tuesday 2nd May 2017
- **Class Time:** 19.00 – 21.00
- **Course Duration:** 10 weeks

Learn how to speak, understand, read and write Japanese from scratch. Students develop essential listening and speaking as well as reading and writing skills. The three forms of Japanese characters Hiragana, Katakana and very basic Kanji are all introduced. This is an intensive course with lessons take place twice a week on Mondays and Wednesdays. The material of two terms is covered in one term only. Students should expect to study between classes to keep up with the course pace. Whether learning Japanese for travelling, working abroad or with foreign companies, this course enables students to communicate confidently on daily topics and be able to socialise with native speakers.

"...a fantastic tutor who is enthusiastic, patient and explains things well."

— Raquel Benros

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**Japanese Accelerated Beginners (Year 1)**

- **Course Code:** CS1863
- **Course Fee:** £400
- **Spring Term (Term 2):** Monday 16th January 2017
- **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. It is designed for complete beginners who want to progress quickly. Students develop essential listening and speaking as well as reading and writing skills as the Japanese characters Hiragana, Katakana and very basic Kanji are all introduced. This is an intensive course with lessons take place twice a week on Mondays and Wednesdays. The material of two terms is covered in one term only. Students should expect to study between classes in order to keep up with the course pace. Whether learning Japanese for travelling, working abroad or with foreign companies, this course enables students to communicate confidently on daily topics and be able to socialise with native speakers.

"I have visited Japan several times and now practice a Japanese martial art, so learning the language was the next step...City was the right choice for me."

— Anon

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**Japanese Summer Intensive Beginners (Year 1)**

- **Course Code:** CS1859
- **Course Fee:** £500
- **Summer Term (Term 3):** Monday 8th May 2017
- **Class Time:** 18.00 – 21.00
- **Course Duration:** 10 weeks, two evenings a week (Monday and Wednesday)

Learn Japanese from scratch in this highly intensive course which 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. Students develop essential listening and speaking as well as reading and writing skills, as three forms of Japanese characters: Hiragana, Katakana and very basic Kanji are all introduced. Lessons take place twice a week and each session lasts for three hours. Students should expect to spend a few hours of study between classes to keep up with the course pace. By the end of the course, students will have an understanding of the basic grammar and structures and be able to communicate confidently on a basic level in everyday situations with native speakers.

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**Japanese Lower Intermediate (Year 2)**

- **Course Code:** CS1856
- **Course Fee:** £230 per term; £550 for the whole year if paid in one transaction
- **Autumn Term (Term 1):** Thursday 6th October 2016
- **Spring Term (Term 2):** Thursday 9th January 2017
- **Summer Term (Term 3):** Thursday 4th May 2017
- **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 professionally oriented communication. It runs over three terms that progressively build upon one another. Students learn new structures and vocabulary to extend the range of expression and to advance listening, speaking, reading and writing skills. This course aims to cover 100 kanji before the end of term 2 to increase students’ competence of Japanese characters. It also offers an opportunity to improve fluency and cultural understanding.

"I have visited Japan several times and now practice a Japanese martial art, so learning the language was the next step...City was the right choice for me."

— Anon
Portuguese

Portuguese Beginners (Year 1)
Course code: CS1837
Course fee: £230 per term; £550 for the whole year if paid in one transaction

Autumn Term (Term 1): Wednesday 5th October 2016
Spring Term (Term 2): Wednesday 18th January 2017
Summer Term (Term 3): Wednesday 3rd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

The focus of the course is on professionally orientated communication in Brazilian Portuguese and it provides an introduction to the Brazilian way of life and culture. Students learn to introduce themselves and others, deal with everyday situations in restaurants, hotels, shops and at the doctor’s, talk about future plans and past experiences along with other basic skills related to daily life situations. It runs over three terms that progressively build upon one another. Students develop essential speaking, listening, reading and writing skills as well as a solid understanding of the structure of the language.

“Good teacher, relaxed class, I’m not afraid to make mistakes – excellent course.”
Peter Howell

Portuguese Beginners Plus
Course code: CS1851
Course fee: £230 per term; £550 for the whole year if paid in one transaction

Autumn Term (Term 1): Thursday 6th October 2016
Spring Term (Term 2): Thursday 19th January 2017
Summer Term (Term 3): Thursday 6th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course has been designed for people who have already had contact with the 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. It runs over three terms that progressively build upon one another. Students further develop essential speaking, listening, reading and writing skills. 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: £230 per term; £550 for the whole year if paid in one transaction

Autumn Term (Term 1): Thursday 6th October 2016
Spring Term (Term 2): Thursday 19th January 2017
Summer Term (Term 3): Thursday 4th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

Taught mostly in Brazilian Portuguese, this is a follow-up course to Portuguese Beginners Plus (Year 1) for those wishing to consolidate both active and passive skills for the purpose of professionally oriented communication. This course runs over three terms. 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 terms 1 and 2 as dynamic as possible, with many speaking and group work activities. With the support of a tutor to facilitate learning in class. The 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.

Spanish

Spanish Beginners (Year 1)
Course code: CS1810
Course fee: £230 per term; £550 for the whole year if paid in one transaction

Autumn Term (Term 1): Thursday 4th October 2016
Spring Term (Term 2): Thursday 19th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course is an introduction to the Spanish language and culture. Students learn how to introduce themselves, their professions and family members, how to speak about food and clothes, how to explain modes of transport and itineraries. 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. The 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.

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

Spring Term (Term 2): Monday 16th January 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks

This course is designed for complete beginners who want to gain social communication skills for better communication skills for get by in Spain (and Latin America) in daily life situations. This is a highly intensive course requiring regular attendance and homework commitments between lessons, as the content of three terms is covered in one. Expect to be immersed in the Spanish language at this early stage with many speaking and group work activities. With the support of a tutor to facilitate learning in class. The 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.

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

Summer Term (Term 3): Monday 8th May 2017
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, 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 for get by in Spain (and Latin America) in daily life situations. This is a highly intensive course requiring regular attendance and homework commitments between lessons, as the content of three terms is covered in one. Expect to be immersed in the Spanish language at this early stage with many speaking and group work activities. With the support of a tutor to facilitate learning in class. The 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.

“Great introduction, you just need the bandwidth during the week for your own study and the homework otherwise you fall behind.”
Paul Glynn

“Tutor is excellent and the course provides the perfect introduction for beginner Spanish learners. A nice learning environment that is also challenging.”
Berry Vivell

Languages

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81
Spanish Lower Intermediate (Year 2)
Course code: CS1813
Course fee: £230 per term; £550 for the whole year if paid in one transaction
Autumn Term (Term 1): Tuesday 4th October 2016
Spring Term (Term 2): Tuesday 17th January 2017
Summer Term (Term 3): Tuesday 2nd May 2017
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. But now you want to have a proper conversation with the lovely Spanish designers you met at Casa Decor. You want to watch a film in Spanish and broaden your conversation at a meeting with Spanish-speaking clients. This course runs over three terms. 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: £230 per term; £550 for the whole year if paid in one transaction
Autumn Term (Term 1): Monday 3rd October 2016
Spring Term (Term 2): Monday 16th January 2017
Summer Term (Term 3): Monday 8th May 2017
Class time: 18.30 – 20.30
Course duration: 10 weeks
This course 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. This course runs over three terms. Topics will include language, leisure and current affairs. Debates and discussions on topical issues will be a key part of the course to further develop verbal skills. Complex, authentic texts from a range of different contexts are read with the aim of understanding and reporting on the essential points.
Translation Studies

Introduction to Financial Translation
Course code: CS4000
Course fee: £495
Summer Term (Term 3):
Monday 12th June 2017 – Friday 16th June 2017
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. Students will receive feedback on their work during the workshops and a certificate of completion at the end of the course. Please note that your workshop allocation will be confirmed by the 10th of May 2017. Please wait until you have received this confirmation before making travel arrangements.

German Financial Reporting for Translators
Course code: CS5016
Course fee: £350
Autumn Term (Term 1):
Friday 19th May 2017 – Saturday 20th May 2017
Class time: 9.30 – 17.30
Class time: 10.00 – 18.00
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 several 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 2 May 2017
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.

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.
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 professionally oriented 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.

IoLET Diploma in Translation Module 1
Course code: CS5003
Course fee: £435
Spring Term:
Monday 16th January 2017 – Friday 24th March 2017
Class time:
Distance learning course
Course duration: 10 weeks

IoLET Diploma in Translation Module 2
Course code: CS5004
Course fee: £435
Summer Term:
Monday 24th April 2017 – Friday 30th June 2017
Class time:
Distance learning course
Course duration: 10 weeks

IoLET Diploma in Translation Module 3
Course code: CS5005
Course fee: £430
Autumn Term:
Monday 3rd October 2016 – Friday 9th December 2016
Class time:
Distance learning course
Course duration: 10 weeks

For more detailed information please visit: www.city.ac.uk/translation
Email: a.wsol@city.ac.uk. Tel: +44 (0)20 7040 8502
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<th>Subject area</th>
<th>Specialism</th>
<th>Course title</th>
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<td>Immigration and Refugee Law</td>
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<td>Visual Basic for Applications (VBA) in Excel, Part 3</td>
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### Short Courses at a Glance

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Subject area: Computing, Programming in C and C++, Operating systems, Creative Industries, Filmmaking, The business of art and music, Event management, Writing, Fiction Writing, Languages, Arabic, Chinese Mandarin, French, German.
### Short courses at a glance

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### Terms and conditions

**Accuracy**

The information in this prospectus is accurate at the time of going to press to the best of our knowledge. For the most up-to-date information, please visit [www.city.ac.uk/study/short-courses](http://www.city.ac.uk/study/short-courses).

**Cancellation by the University**

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

**Cancellation by you**

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

**Changing the date of an individual class**

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

**Security**

Students are issued with a Student Card on the first meeting of the course. This should be on your person at all times when on University premises. Access to the University may be denied if you do not have your card. Please let us know if you have any special access requirements.

**Personal data**

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

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

**Eligibility**

You must be 18 years of age or older to enrol on a course at City University London. Please visit our online site for specific course requirements.

**FAQs**

Please visit [www.city.ac.uk/study/short-courses/frequently-asked-questions](http://www.city.ac.uk/study/short-courses/frequently-asked-questions).

**Declaration**

By applying to enrol on a City University London short 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.
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 tube**

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

**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 car**

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

Photography by: Denis Mola and Sophie Gost.