

SOMERSET COLLEGE DISTANCE LEARNING COURSES

2016/17

The Business Centre



FULLY
FUNDED
to learners
over 19*

**Subject to eligibility*

ONLINE COURSES

Certificate in IT User Skills (ITQ)	LEVEL 2
Certificate in Principles of Business & Administration	LEVEL 2
Certificate in Equality & Diversity	LEVEL 2
Certificate in Principles of Customer Service	LEVEL 2
Certificate in Lean Organisation Management Techniques	LEVEL 2

PAPER-BASED COURSES

Certificate in Principles of Team Leading	LEVEL 2
Certificate in Preparing to Work in Adult Social Care	LEVEL 2
Certificate in Principles of Dementia Care	LEVEL 2
Certificate in Understanding the Safe Handling of Medicines	LEVEL 2
Certificate in Understanding the Care & Management of Diabetes	LEVEL 2
Certificate in Understanding Working with People with Mental Health Needs	LEVEL 2
Certificate in Understanding Autism	LEVEL 2
Certificate in the Awareness of Mental Health Problems	LEVEL 2
Certificate in the Principles of End of Life Care	LEVEL 2
Certificate in Principles of the Prevention & Control of Infection in Health Care Settings	LEVEL 2
Certificate in Information, Advice or Guidance	LEVEL 2
Certificate in Understanding Dignity & Safeguarding in Adult Health and Social Care	LEVEL 2
Certificate in Common Health Conditions	LEVEL 2
Certificate in the Principles of Working with Individuals with Learning Disabilities	LEVEL 2
Certificate in Understanding Nutrition & Health	LEVEL 2
Certificate in Cleaning Knowledge & Skills	LEVEL 2
Certificate in Principles of Care Planning	LEVEL 2
Certificate in Counselling Skills	LEVEL 2
Certificate in Principles of Business Administration	LEVEL 2
Certificate in Principles of Customer Service	LEVEL 2

TECHNICAL REQUIREMENTS - *online courses*

You will need a PC with access to the Internet and the following software:

- Mozilla Firefox 16, Internet Explorer 9 or Google Chrome 15.0 (or later)
- Flash Player 9.0 (or later), JavaScript and cookies enabled
- Microsoft Windows XP
- Microsoft Word 2003 or similar word processing software
- Adobe Acrobat Reader



APPLY
NOW!

For more information please contact the Distance Learning team

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