

There are two types of courses available in the Quantum centre. Customers may 'pick and mix' between the two according to their needs.

Recognised Qualifications

The first type of course available in the Quantum centre lead to nationally recognised qualifications. These courses are administered through Derby Tertiary College:Wilmorton. Customers enrolling for these courses become student members of the College and are entitled to use all the facilities and services the College provide. Completion of these courses is essential for Quantum customers who need recognised qualifications for job opportunities and career advancement. Courses available include:

CLAIT (COMPUTER LITERACY & INFORMATION TECHNOLOGY) **IBT 2 (INTEGRATED BUSINESS TECHNOLOGY)**

Computer-Based Learning

These run directly from a computer. Most of these courses are multimedia. They require very little or even no previous experience of using computers. And if you do get stuck - the Quantum centre staff are available to help! These courses are useful for those who may want a basic introduction to a subject - without having to commit themselves to paying enrolment and exam fees for a course which they later decide is not what they want.

COMPUTER SKILLS

ACCESS 2\7\97
 CORELDRAW 6/7
 C PROGRAMMING FUNDAMENTALS & ADVANCED
 C++ PROGRAMMING FUNDAMENTALS & ADVANCED
 DOS V5 & V6
 EUROPEAN COMPUTER DRIVING LICENCE (ECDL)
 EXCEL 5\7\97
 EXCHANGE & SCHEDULE
 FRONTPAGE - WEB PAGE DESIGN
 HTML
 ILLUSTRATOR 7
 INTRODUCTION TO PC'S & APPLICATIONS
 MICROSOFT OFFICE (INTEGRATION)
 PHOTOSHOP 4
 PIROS (ROLLS-ROYCE)
 POWERPOINT 4\7\97
 PROJECT FOR WINDOWS 4\95\98
 SAP
 TYPING QUICK & EASY
 UNIX INCEPTOR
 UNIX FUNDAMENTALS
 VISUAL BASIC 4 - FUNDAMENTALS & ACCESS
 WEBWISE -INTERNET BASICS
 WINDOWS 3.1 (PROFESSOR WINDOWS)
 WINDOWS 95 FUNDAMENTALS\ ADVANCED\SUPPORT
 WORD 6\7\97
 CATS TRAINING

BUSINESS SKILLS

CONTRACT DRAFTING (ROLLS-ROYCE)
 CONTRACT LAW (ROLLS-ROYCE)
 FINANCE FOR NON-FINANCIAL MANAGERS
 FOCUS ON FINANCE
 INVESTORS IN PEOPLE
 MANAGING MEETINGS
 PARTICIPATING IN PROJECT TEAMS
 PRODUCT INTEGRITY
 PROJECT INCEPTOR
 PROJECT MANAGEMENT
 QUALITY INCEPTOR
 RISK MANAGEMENT
 STATISTICAL PROCESS CONTROL
 UNDERSTANDING LOGISTICS AND THE SUPPLY CHAIN
 UNDERSTANDING INVENTORY

LANGUAGE SKILLS

CHINESE - FRENCH - GERMAN - ITALIAN - SPANISH

PERSONAL SKILLS

CREATIVE THINKING
 EFFECTIVE WRITING
 GRAMMAR QUIZ
 HEALTH & SAFETY FOUNDATION
 LEARNING TO LEARN
 PROBLEM SOLVING & DECISION MAKING
 STRENGTHS, WEAKNESS, OPPORTUNITIES,
 THREATS

INTERPERSONAL SKILLS

ART OF NEGOTIATING
 COACHING SKILLS
 BUSINESS COMMUNICATION
 COMMUNICATING ACROSS FUNCTIONS
 CREATING UPWARD COMMUNICATION
 MANAGING COMMUNICATION
 DEALING WITH CONFLICT
 EMPOWERMENT
 FACILITATION SKILLS
 APPRAISAL INTERVIEWING
 ESSENTIAL INTERVIEWING SKILLS
 GRIEVANCE & DISCIPLINARY INTERVIEW
 INTERVIEWING SKILLS
 RECRUITMENT INTERVIEWING
 UNDERSTANDING CHANGE
 HELPING OURSELVES
 HELPING OTHERS
 LEADING TEAMS
 NEGOTIATING FOR A POSITIVE OUTCOME
 ONE-TO-ONE TRAINING
 PREPARING PRESENTATIONS
 REPORT WRITING

TECHNICAL COURSES (RR EMPLOYEES)

ASSETS TRACKING
 CITS
 CORPORATE BUILD METHOD
 COMPANY CALIBRATION PROCEDURES
 COMBUSTION TECHNOLOGY
 ELECTRICAL SAFETY AWARENESS
 EXPRESS
 FUEL CONTROL & HEAT MANAGEMENT SYSTEMS
 ISO GEOMETRIC TOLERANCING
 MECHANICAL SEALS
 RB211-535E4 MAINTENANCE TRAINING