



Advanced Digital Training
and Recruitment Institute

2022

*Empowering
your future
with
technology*



Student:

Rachel
Davies

STUDENT
PROSPECTUS

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ABOUT ADTR

Dear Rachel,

Thank you for your interest in ADTR, the Advanced Digital Training and Recruitment Institute.

Since it was established in 1995, ADTR has been providing school leavers and mature adult learners with the IT skills they need for modern workplaces. One of the core values of ADTR Institute is to combine a student-focused approach with a strong connection to industry and an eye on technological advances.

In addition to the quality of our teaching, which is highly ranked among UK IT training institutions, ADTR offers superior placement services to help you get a good quality job with your newly acquired qualifications.

Join the decades of successful ADTR graduates in the UK jobs market and celebrate your own success when you achieve your qualifications.



WHY CHOOSE ADTR?

The ADTR Institute prepares its students for the workplace like no other training organisation. Our strength is our staff – both our highly qualified and experienced trainers and our team of recruitment consultants who have a track record of placing students into quality roles within a variety of industries.

ADTR offers short courses, focused on the skills that we know are in high demand.

Our fees are affordable, and there is a variety of options to tailor your study to suit you and your lifestyle.

The facilities at ADTR are state-of-the art, offering our students a safe, comfortable and accessible environment. Close to public transport, you'll find ADTR is conveniently located in lively South Kensington.

*‘Empowering Your Future
with Technology’*

ENTRANCE REQUIREMENTS

You'll find entrance to ADTR's courses of study could not be more straightforward.

English proficiency	GCSE or equivalent level English proficiency is required for all courses at the institute
Education level	GCSE or equivalent international qualifications are required, however students with no formal qualifications may gain access following an interview and assessment process. Please contact the Academy for further details.
International students	You will require original certificates of international qualifications. These will be assessed on a case-by-case basis. Please contact the Academy for further details

FEES AND FINANCIAL SUPPORT

All courses have individual tuition fees, as covered in the Overview of Courses section in this Prospectus. In addition, an annual fee is charged to cover general costs associated with studying at the ADTR Institute, which can be paid monthly for your convenience, but at a higher rate.

For annual fees, we offer a reduced rate for cases of hardship on a case-by-case basis. Details for both fees are described below.

	PAID ANNUALLY	PAID MONTHLY
Full Fee	£1,200	£115
Hardship Fee	£600	£60

OVERVIEW OF COURSES

The curriculum offered at ADTR are focused on the skills that our placement consultants tell us are most in demand in the workplace. You'll be able to gain skills in the use of core software, social media applications and associated techniques that will make you a valuable candidate in your field.

Our class sizes are small, and there is the opportunity for one-on-one support where required to ensure your success. To ensure your learning program can be tailored to your requirements, course durations are short.

This section will provide you with an overview of the courses we offer that are most suited to you.



MASTERING MICROSOFT WORD

Code: BBMSW103

Most people in the UK have had exposure to Microsoft Word at one time or another, whether at school or in the workplace. However, people who really know how to use the advanced features of Word are far fewer. This course will cover the advanced features, tips and tricks for different applications of this powerful software and how to troubleshoot and avoid pitfalls. For example:

- *Structuring and numbering long documents*
- *Adding Tables of Contents*
- *Including Cross-references and appendices*
- *Resolving 'broken' numbering*
- *Incorporating images and graphical elements*
- *Developing documents for professional printing*

Duration	8 weeks
Hours per week	4 hours
Certification Level	Intermediate
Start Dates Offered	7th Feb, 25th Apr, 19th Jul, 27th Sep
Fee	£275
Location	Babbage Building
Lecturers	David Holloway and Shireen Anwar

ADVANCED MICROSOFT EXCEL

Code: BBMSE102

Microsoft Excel is used in almost every field of industry. On successful completion of this intensive course, you have gained knowledge that can be used to handle all kinds of data for all kinds of situation. For example:

- *Presenting data in a compelling way*
- *Advanced formulas and functions*
- *Linking data to create efficient workbooks*
- *Creating pivot charts and tables*
- *Validating data*

Duration	8 weeks
Hours per week	4 hours
Certification Level	Advanced
Start Dates Offered	7th Feb, 9th May, 1st Aug, 10th Oct
Fee	£385
Location	Babbage Building
Lecturers	Omar Johnson and Valerie Radcliffe

ADVANCED MICROSOFT POWERPOINT

Code: BBMSP102

Everyone has had to sit through a 'Death by Powerpoint' presentation at one time or another. Too many words on the screen, mismatched colours and fonts, overused clipart – sounds familiar, doesn't it? This course will ensure that your PowerPoint presentations are an engaging support for your presentation, rather than the focus. It will also cover the use of PowerPoint for other purposes, for example, to make beautiful online publications. Some topics covered include:

- *Choosing and creating themes and master slides*
- *Animating your words and pictures*
- *Resolving issues with fonts*
- *Understanding the different outputs from PowerPoint*
- *The golden rules of PowerPoint*

Duration	6 weeks
Hours per week	5 hours
Certification Level	Advanced
Start Dates Offered	8th Feb, 10th May, 2nd Aug, 11th Oct, 15th Nov
Fee	£250
Location	Babbage Building
Lecturers	Rachel Smith, Anika Nilsson and Kevin Chow

MASTERING MICROSOFT TEAMS

Code: BBMST101

Microsoft Teams is widely used to help team members stay in touch, have meetings, present and chat online. But did you know it integrates with many other Microsoft applications to make it an even more valuable collaboration tool? Topics in this course include:

- *Using Teams with SharePoint to make a knowledge repository for your team*
- *Using Teams with Microsoft Planner to keep teams on track*
- *Training and presenting using Teams*
- *Creating and sharing webinars*
- *Automating workflows to increase efficiency*

Duration	6 weeks
Hours per week	5 hours
Certification Level	Advanced
Start Dates Offered	9th Feb, 6th April, 11th May, 3rd Aug, 12th Oct, 16th Nov
Fee	£275
Location	Babbage Building
Lecturers	David Holloway, Anika Nilsson, Omar Johnson and Rachel Smith



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