

The Potten Computer School



“creating a unique learning experience”



THE POTTEN
COMPUTER
SCHOOL



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Dear Sir/Madam

We would like to thank you for taking the time to find out about **The Potten Computer School**.

This document gives you some background on the school. It also outlines our fresh approach to business development courses for the small to medium sized business sector.

After working with business owners and individuals from all walks of life, our mission has been to radically change the way we think about training. The result is our unique learning process.

We appreciate that businesses have limited time and resources available. This is why we have tailored our course structure to ensure that we deliver only relevant information. This is done in a flexible format to help you use IT in your company to maximum advantage.

We trust that the next couple of pages will give you some idea of how our new courses would benefit your business and look forward to inviting you to the school in the near future.

Should you require further information or clarification on what type of course is best suited to your business, we would welcome the opportunity to answer any questions you may have at this stage.

Please feel free to give us a call.

Yours faithfully

Jonathan Potten

ALL AGES. ALL LEVELS.



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Welcome to **The Potten Computer School** in Edinburgh

We are an
This year
approved
We offer
courses to
computer
and in Portobello.



IT teaching centre in Portobello, Edinburgh.
we became a **Branded Learning Centre**,
by **Skills Development Scotland**.
a range of tailored computer
help businesses improve their
skills. Courses are both in-house



The Potten Computer School's 2012 training program and innovative approach to learning is guaranteed to teach you and/or your employees all you will ever need to know. Our pledge to update you on new developments via our e-learning support programme means you will always have the latest information available.

The centre's pleasant, comfortable environment ensures a stimulating learning



experience. The emphasis throughout is on the individual and their learning needs. There are never more than 4 learners in the centre at any one time and, with 2 experienced teachers on hand, personal attention is assured.

If you want to add to your skills, our individually designed learning programmes will ensure you get the most from your **Potten Computer School** course.

Whichever course you choose, we will:

- ✓ **discuss your needs with you**
- ✓ **create your own Learning Programme**
- ✓ **monitor your progress and provide you with regular feedback**

Most importantly, we assure personal attention and guidance at all times.

Course Structure



Essentials

participants will have minimal knowledge of computers

Intermediate

participants will have enough knowledge of computers to be able to progress quickly

Advanced

participants will have a good understanding of computers but want to learn all the skills to enable them to pass the European Computer Driving Licence (ECDL)



Courses:

- 🔒 Databases (Microsoft Access 2010/2007)
- 🔒 Spreadsheets (Microsoft Excel 2010/2007)
- 🔒 Word Processing (Microsoft Word 2010/2007)
- 🔒 Presentations (Microsoft PowerPoint 2010/2007)
- 🔒 Email (Microsoft Outlook 2010/2007)
- 🔒 Desktop Publishing (Microsoft Publisher 2010/2007)
- 🔒 Using the Computer (Windows 7)
- 🔒 Web Design

Testimonials

"I enrolled in The Potten Computer School in the autumn of 2008, the year it opened. I had some knowledge of my computer but I wanted to know how to do things the proper way. The School premises are bright and attractive and unlike other tuition places you get a lot of personal teaching and help. Jonathan and Heather are lovely people, very comfortable to be with and are extremely kind and helpful. I would really recommend enrolling at The Potten Computer School - an exciting time awaits you!"

Jean Muir

"The Potten Computer School offers courses covering all areas of experience. The tutors are patient and friendly, explaining everything in simple terms, and the quality of the teaching is high. As the classes are small, contact with the tutor is frequent, and students' requirements are quickly dealt with. The courses are flexible, and can be adapted to the student's interests."

David Lang (graphic artist)

One of the best things to happen to Portobello in the last year or two is the opening of The Potten Computer School. Heather and Jonathan have made computing interesting and fun for me to the extent that I now spend far more time on the computer than I should.

My lessons continue to be fun for me - I hope they are for them too. They work so hard they deserve to continue to succeed. I would miss them now if they weren't there.

Jean Wilkie

I was very impressed with my ten week course at The Potten Computer School. Heather listened to what I wanted to achieve and planned the lessons to suit my needs and capabilities. Jonathan and Heather are both skilled and patient teachers and after being in two larger classes previously, it is obvious that the one-to-one approach is so much more successful.

Audrey Wilson

I was a bit apprehensive at first as my computer skills were limited but Jonathan soon put me at ease and I gained confidence and skills I thought I could never master. The school provides excellent learning conditions and I am always sorry when my lesson finishes.

Ros O'Donnell

I studied at The Potten Computer School from the summer of 2010 to the summer of 2011. I had been in Educational Management and was confident in my use of I.C.T. when teaching. I was interested in updating my skills in order to use I.C.T. more widely. I chose to follow the European Computer Driving Licence course and was extremely impressed with the level of tuition and professional approach to exam preparation. I was given sensible targets but there was also complete flexibility in letting me come in with job interview related tasks, e.g. more advanced PowerPoint presentations. I have no doubt that my enthusiasm for the course and school was very positively viewed at interview for my current post, and I know that I shall certainly be using the skills I learnt this year. I found The Potten Computer School offered an outstanding service and would recommend it to anyone.

Sylvia Hayles, Headteacher, The British International Kindergarten, Hannam, Seoul

FAQ'S

Q. When do the courses start and end?

A. The length of a course is negotiable, as are start and end times. The most important thing is that courses meet your needs.

Q. How many people are there on a course?

A. School courses cater for a maximum of 4 course participants. In-company courses can cater for any number dependent on facilities.

Q. How do I know what level the course is?

A. Courses are tailor made. The level is chosen by you.

Q. Is there someone I can speak to regarding the course?

A. Yes. Enquiries will be handled by Jonathan Potten, one of the owners of the school. Call him on [0131 657 5909](tel:01316575909) or email contact@pottencomputerschool.co.uk

Q. Who delivers the training?

A. Jonathan Potten.

Q. What makes your trainers so special?

A. Jonathan is a trained teacher (Post Graduate Certificate in Education, RSA Diploma) with many years' experience in Further Education. This is what makes his courses so successful. Not only is he an expert in his field, but he is also able to empathise with the learner and see the learning experience through their eyes.

*All this means you will really feel the difference when you come to **The Potten Computer School**.*

Q. Is there parking at the school?

A. There is free on-road parking on adjacent streets, e.g. Bellfield Street and St. Mark's Place.

Q. What can **The Potten Computer School offer that other training providers can't?**

A. Personal attention. Our courses are not set in stone. We pride ourselves on our willingness and ability to change course at a moment's notice. If you find training is going in a direction you do not want it to, you only need to say. The chosen course can then be redefined.

Q. What payment methods do you accept?

A. Cheque or cash.

TAKE ADVANTAGE OF NEW OPPORTUNITIES

- 🖱️ **develop and widen your skills base**
- 🖱️ **increase the efficiency of your systems**
- 🖱️ **use technology to communicate efficiently with your clients**

Let's review the benefits you will receive from your learning experience with **The Potten Computer School**.....

- ✓ **FREE initial assessment**
- ✓ **tailored course structure with specific learning plan**
- ✓ **regular updates**
- ✓ **flexible payment plans**
- ✓ **DISCOUNT structure**
- ✓ **training courses undertaken at your convenience**

Contact us for your **FREE** business development session.

Quote your special discount code: **PCS.NC11**

We can then discuss your business requirements and help you:

1. keep pace with expenditure saving computer skills
2. develop the skills to put you ahead of your competitors

📞 **0131 657 5909**



contact@pottencomputerschool.co.uk

You have nothing to lose and everything to gain!