

## Administration/ Secretarial

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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### Office Skills

This class offers the opportunity to complete a number of computer/admin qualifications such as Word/Text Processing, Medical/Legal Word Processing, Audio Transcription, Document Presentation & CLAIT. Ideal for those who wish to return to work.

70593 / DED1A	Adult Education Centre (Downpatrick)	Office Skills	Thursday	10/09/2009	12/06/2010	09:15	13:15	£184.00	£92.00	£46.00	£18.40
70593 / DED1B	Adult Education Centre (Downpatrick)	Office Skills	Friday	11/09/2009	12/06/2010	09:15	13:15	£184.00	£92.00	£46.00	£18.40

## Art & Design

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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### **NOCN Painting For Pleasure**

This painting class is for both beginners and experienced artists. This leisure class uses a variety of media and encourages you to be creative and show your individuality.

71371 / DED1A	Adult Education Centre (Downpatrick)	NOCN Painting For Pleasure	Friday	11/09/2009	15/05/2010	10:00	12:30	£110.00	£68.00	£47.00	£34.40
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## Business And Management

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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### NCFE Level 2 Certificate For Developing Entrepreneurial Skills

This programme is for those wanting to develop entrepreneurial skills within their current role or who wish to further develop their skills and knowledge

70574 / DEEAA	Adult Education Centre (Downpatrick)	NCFE Level 2 Certificate For Developing Entrepreneurial Skills	Tuesday	08/09/2009	30/01/2010	18:30	21:30	£75.00	£45.00	£30.00	£21.00
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### NCFE Level 3 Certificate In Applying Entrepreneurial Skills

This programme is for those wanting to apply entrepreneurial skills within their current role or who wish to further develop their skills and knowledge

70575 / DEE1A	Adult Education Centre (Downpatrick)	NCFE Level 3 Certificate In Applying Entrepreneurial Skills	Tuesday	08/09/2009	12/06/2010	18:30	21:30	£131.00	£73.00	£44.00	£26.60
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## Computing/Software Engineering/Networking

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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### EDEXCEL BTEC HNC Computing (Software Development)

This course is designed to equip students with the knowledge, understanding and skills required for success in current and future employment or for progression to an undergraduate degree.

0845 6007555	Adult Education Centre (Downpatrick)	EDEXCEL BTEC HNC Computing (Software Development) - Year 1	Tuesday/Wednesday	08/09/2009	12/06/2010	09:00	16:00	£417.00	£292.00	£229.50	£192.00
0845 6007555	Adult Education Centre (Downpatrick)	EDEXCEL BTEC HNC Computing (Software Development) - Year 2	Tuesday/Monday	08/09/2009	12/06/2010	09:00	16:00	£250.00	£125.00	£62.50	£25.00

### EDEXCEL BTEC HND Computing (Topup From HNC-W1442)

0845 6007555	Adult Education Centre (Downpatrick)	EDEXCEL BTEC HND Computing (Topup From HNC-W1442)	Monday/Tuesday/Wednesday	07/09/2009	12/06/2010	09:00	16:15	£334.00	£209.00	£146.50	£109.00
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## Construction Studies

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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### Site Surveying & Levelling

Setting out Roads and Curves. This course will provide you with the practical skills required to set out roads and curves and the set up of site rails. It is not essential for persons joining this course to have knowledge of a theodolite.

70501 / DEDAA	Adult Education Centre (Downpatrick)	Site Surveying & Levelling - Intermediate (2 Days)	Thursday	20/05/2010	29/05/2010	09:00	17:00	£200.00			
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### Site Surveying & Levelling Advanced

Setting out using a Total Station. It is essential for persons joining this course to have knowledge of a theodolite. On completion you will understand the process of setting up a total station and how it operates.

70621 / DEDSB	Adult Education Centre (Downpatrick)	Site Surveying & Levelling Advanced (2 Days)	Tuesday	01/06/2010	12/06/2010	09:00	17:00	£200.00			
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### Site Surveying & Levelling Basic

Setting out Buildings and Drainage. It is essential for persons joining this course to have a strong knowledge of surveying and levelling or have covered the basic surveying and levelling course.

70622 / DEDSC	Adult Education Centre (Downpatrick)	Site Surveying & Levelling Basic (2 Days)	Tuesday	27/04/2010	08/05/2010	09:00	17:00	£200.00			
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### Site Surveying & Levelling Introduction

Setting up and reading and recording levels. This course is essential for persons with no levelling experience and will cover all of the processes and procedures involved.

70623 / DEDSA	Adult Education Centre (Downpatrick)	Site Surveying & Levelling Introduction (1 Day)	Thursday	22/04/2010	24/04/2010	09:00	17:00	£100.00			
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## Health And Care

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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### CPCAB Level 2 Certificate Counselling Skills

This qualification is for students who want to learn initial counselling skills to help and support others, either in a voluntary or employed capacity.

0845 6007555	Adult Education Centre (Downpatrick)	CPCAB Level 2 Certificate Counselling Skills	Friday	11/09/2009	12/06/2010	09:00	13:00	£346.00	£276.00	£241.00	£220.00
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### CPCAB Level 3 Certificate Counselling Studies

This course provides a transition from using counselling skills at an informal level, to counsellor practitioner training. The course is an entry requirement for the two year CPCAB Diploma in Therapeutic Counselling (TC-L4).

0845 6007555	Adult Education Centre (Downpatrick)	CPCAB Level 3 Certificate Counselling Studies	Friday	11/09/2009	12/06/2010	13:00	16:30	£346.00	£276.00	£241.00	£220.00
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### CPCAB Level 4 Diploma In Therapeutic Counselling

A nationally recognised qualification, the CPCAB 2-year part-time programme (210 hours per annum) prepares you to work as a capable counselling practitioner within agency settings.

0845 6007555	Adult Education Centre (Downpatrick)	CPCAB Level 4 Diploma In Therapeutic Counselling - Year 1	Thursday	10/09/2009	12/06/2010	09:00	16:00	£610.00	£485.00	£422.50	£385.00
0845 6007555	Adult Education Centre (Downpatrick)	CPCAB Level 4 Diploma in Therapeutic Counselling - Year 2	Thursday	10/09/2009	12/06/2010	09:00	16:00	£610.00	£485.00	£422.50	£385.00

## Hospitality & Catering

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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### **CIEH Level 2 Award In Food Safety In Catering**

To provide candidates with the knowledge that will allow them to work within legislative guidelines in the food sector

70352 / DEEAB	Adult Education Centre (Downpatrick)	CIEH Level 2 Award In Food Safety In Catering	Monday	23/11/2009	12/12/2009	18:00	21:30	£59.00			
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# ICT

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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## NOCN Introduction To Internet & Email

An introduction to Internet and Email for students with no prior experience. Students will learn practical skills on how to access the Internet, use search engines and order on-line as well as how to send and receive emails.

Entry Requirements: OCN Introduction to the PC

70224 / DEDAA	Adult Education Centre (Downpatrick)	NOCN Introduction To Internet & Email	Tuesday/Thursday	01/12/2009	12/12/2009			£37.00	£29.00	£25.00	£22.60
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## Sport & Recreation

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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### Yoga Beginners

This course is suitable for everyone except for people with certain health problems.

70528 / DEDEE	Adult Education Centre (Downpatrick)	Yoga Beginners	Monday	07/09/2009	09/01/2010	10:00	12:00	£76.00			
70528 / DEEAA	Adult Education Centre (Downpatrick)	Yoga Beginners	Tuesday	08/09/2009	30/01/2010	18:30	20:00	£64.00			
70528 / DEEEA	Adult Education Centre (Downpatrick)	Yoga Beginners	Tuesday	02/02/2010	26/06/2010	18:30	20:00	£64.00			

## Training & Development

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
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### C&G 7307 Certificate In Teaching Adult Learners

This is an initial teacher-training programme designed to introduce and equip you with the skills needed to become involved in post 16-year-old teaching or training in a part-time capacity.

70918 / DEE1A	Adult Education Centre (Downpatrick)	C&G 7307 Certificate In Teaching Adult Learners	Tuesday	08/09/2009	12/06/2010	17:30	21:30	£186.00	£108.00	£69.00	£45.60
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