

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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European Computer Driving Licence (ECDL)

ECDL consists of 7 units: Basic Concepts of IT; File Management; Word Processing; Spreadsheets; Databases; Presentation and Information & Communication. This course is taught using Microsoft Office.

Entry Requirements: CLAIT or equivalent.

70124 / OSD1C	Ardglass Youth & Community	European Computer Driving Licence (ECDL) Ardglass Youth & Community	Monday	14/09/2009	26/06/2010	09:30	12:30	£215.00	£147.00	£113.00	£92.60
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Introduction To Microsoft Publisher

This course provides an introduction in using Microsoft Publisher to produce a range of documents such as publicity flyers, newsletters and advertisements.

71024 / OSDAA	Ardglass Youth & Community	Introduction To Microsoft Publisher	Monday	07/09/2009	30/01/2010	10:00	12:00	£84.00			
71024 / OSDAB	Ardglass Youth & Community	Introduction To Microsoft Publisher	Tuesday	08/09/2009	30/01/2010	10:00	12:00	£84.00			

MCAS Microsoft Certified Application Specialist

The Microsoft Certified Application Specialist (MCAS) qualification is part of the Microsoft Business Certification Series. MCAS proves candidates have demonstrated proficiency in the New 2007 Microsoft Office System.

Additional costs: Course fee includes one text book and one exam. Additional text books and exams will be charged separately.

71167 / OSD1A	Ardglass Youth & Community	MCAS Microsoft Certified Application Specialist (Ardglass Youth & Community)	Thursday	10/09/2009	12/06/2010	09:30	12:00	£80.00	£40.00	£20.00	£8.00
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Microsoft Office Specialist (MOS) Single Unit

Single unit examinations available in Microsoft Word, Excel, PowerPoint, Access and Outlook, at Core and Expert (Word and Excel only) level.

Entry Requirements: ECDL or equivalent.

70175 / OSDAA	Ardglass Youth & Community	Microsoft Office Specialist (MOS) Single Unit (Ardglass Youth & Community)	Thursday	10/09/2009	30/01/2010	10:00	12:00	£36.00	£18.00	£9.00	£3.60
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Media

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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ABC Level 3 Award In Radio Production Skills

If you are interested in the radio industry, this course aims to provide you with a recognised qualification. It is also for those participating in the College's community radio service, broadcasting from the Downpatrick, Lisburn and Bangor campuses.

71176 / OSD1A	Ardglass Youth & Community	ABC Level 3 Award In Radio Production Skills (Ardglass Youth & Community)	Thursday	10/09/2009	12/06/2010	09:30	12:00	£101.00	£63.00	£44.00	£32.60
71176 / OSD1A	Ardglass Youth & Community	ABC Level 3 Award In Radio Production Skills (Ardglass Youth & Community)	Thursday	10/09/2009	12/06/2010	09:30	12:00	£101.00	£63.00	£44.00	£32.60