

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 Desktop Publishing

This course will provide you with a basic understanding of desktop publishing.

70924 / DZDAA	Elearn Shop	NOCN Introduction To Desktop Publishing	Monday	09/11/2009	27/03/2010	13:45	15:45	£65.00	£43.00	£32.00	£25.40
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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 / DZDAA	Elearn Shop	NOCN Introduction To Internet & Email	Monday	07/09/2009	30/01/2010	13:30	15:30	£65.00	£43.00	£32.00	£25.40
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NOCN Introduction To The PC

An introduction to the Personal Computer (PC) for students with no prior computer experience. Students will learn how to use the computer and produce simple word processing documents.

Entry Requirements: No Previous Knowledge required.

70225 / DZDAA	Elearn Shop	NOCN Introduction To The PC	Friday	11/09/2009	30/01/2010	10:00	12:00	£65.00	£43.00	£32.00	£25.40
70225 / DZDAB	Elearn Shop	NOCN Introduction To The PC	Wednesday	09/09/2009	30/01/2010	10:00	12:00	£65.00	£43.00	£32.00	£25.40
70225 / DZEAA	Elearn Shop	NOCN Introduction To The PC	Monday	07/09/2009	30/01/2010	19:00	21:00	£65.00	£43.00	£32.00	£25.40

OCR Level 1 Certificate For IT Users (New CLAIT)

Students will complete 3 units: File Management & e-Document Production (creating files and folders, using wordprocessing software); Creating Spreadsheets and Graphs: On-line Communication (using the Internet and e-mail)

70236 / DZD1B	Elearn Shop	OCR Level 1 Certificate For IT Users (New CLAIT)	Wednesday	09/09/2009	19/06/2010	14:00	16:00	£105.00	£59.00	£36.00	£22.20
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