

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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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 / OSE1C	St Columba's College P'ferry	OCR Level 1 Certificate For IT Users (New CLAIT) St Columba's College P'ferry	Thursday	10/09/2009	12/06/2010	19:00	21:00	£105.00	£59.00	£36.00	£22.20
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OCR Level 2 Certificate For IT Users (Clait Plus)

The OCR Level 2 Certificate will equip learners with a broad range of transferable skills to meet the demands of the modern workplace.

70470 / OSE1C	St Columba's College P'ferry	OCR Level 2 Certificate For IT Users (Clait Plus) St Columba's College P'ferry	Thursday	10/09/2009	12/06/2010	19:00	21:00	£86.00	£52.00	£35.00	£24.80
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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 / OSE1A	St Columba's College P'ferry	Office Skills (St Columba's College P'ferry)	Thursday	10/09/2009	12/06/2010	19:00	21:00	£92.00	£46.00	£23.00	£9.20
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