

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 Text Processing

This is a recognised typing qualification, formerly known as RSA Wordprocessing. There are 3 levels available: Stage 1 (Beginners), Stage 2 (Intermediate) and Stage 3 (Advanced). All levels are taught in each class.

70246 / BYDAA	Ballyboley	OCR Text Processing	Monday	07/09/2009	26/06/2010	17:30	19:30	£106.00	£60.00	£37.00	£23.20
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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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Handmade Card For Beginners

Students will identify and use practical techniques to make handmade greeting cards. Items will be used such as mulberry paper, parchment, decoupage, iris folding, spirelli, wire and beads, funky foam, quilling and using materials such as velvet and wood

71140 / BYDAA	Ballyboley	Handmade Card for Beginners	Tuesday	08/09/2009	19/12/2009	10:00	12:00	£76.00			
71140 / BYDEB	Ballyboley	Handmade Card for Beginners	Tuesday	02/02/2010	05/06/2010	10:00	12:00	£76.00			

NOCN Calligraphy

Calligraphy is not an extension of your handwriting, instead it is a crafted art form, creating beautiful letters. The students progress to the broad edge pen as they apply lettering in many ways.

70184 / BYEAA	Ballyboley	NOCN Calligraphy	Tuesday	08/09/2009	15/05/2010	19:00	21:30	£105.00	£63.00	£42.00	£29.40
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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 / BYD1A	Ballyboley	NOCN Painting For Pleasure	Wednesday	09/09/2009	22/05/2010	09:30	12:00	£110.00	£68.00	£47.00	£34.40
71371 / BYD1B	Ballyboley	NOCN Painting For Pleasure	Monday	07/09/2009	29/05/2010	12:00	14:30	£110.00	£68.00	£47.00	£34.40

NOCN Patchwork Quilting & Creative Textiles

This course covers all aspects of the popular craft of patchwork and quilting from traditional methods to more innovative techniques such as fabric colouring using silk paints, transfer dyes and procion dyes.

70186 / BYDAA	Ballyboley	NOCN Patchwork, Quilting & Creative Textiles	Friday	11/09/2009	15/05/2010	09:30	12:00	£110.00	£68.00	£47.00	£34.40
70186 / BYDAB	Ballyboley	NOCN Patchwork, Quilting & Creative Textiles	Friday	11/09/2009	15/05/2010	12:30	15:00	£110.00	£68.00	£47.00	£34.40

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Painting For Pleasure

This course is taught in a relaxed atmosphere and the class will cover the study of form, tone, pattern, colour and texture in drawing and painting through using a variety of media such as water colour, acrylic, oil, pencil and charcoal.

70476 / BYDAA	Ballyboley	Painting For Pleasure	Monday	07/09/2009	19/12/2009	09:30	11:30	£76.00			
70476 / BYDEA	Ballyboley	Painting For Pleasure	Monday	01/02/2010	19/06/2010	09:30	11:30	£76.00			

Upholstery & Soft Furnishings

This leisure course is suitable for beginners or the more experienced. It covers modern and traditional upholstery and students may also make stylish home furnishings such as roman blinds, curtains or cushions.

70512 / BYDEB	Ballyboley	Upholstery & Soft Furnishings	Wednesday	03/02/2010	12/06/2010	10:00	12:00	£76.00			
70512 / BYDEC	Ballyboley	Upholstery & Soft Furnishings	Wednesday	09/09/2009	09/01/2010	10:00	12:00	£76.00			

Beauty & Holistic Therapies

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NOCN Essentials For Aromatherapy

This course provides a basic knowledge of aromatherapy, history of oils and basic massage techniques

70189 / BYDAA	Ballyboley	NOCN Essentials for Aromatherapy	Tuesday	02/02/2010	26/06/2010	09:30	12:00	£69.00	£45.00	£33.00	£25.80
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NOCN Makeup Techniques

This course provides an introduction to the application of make-up products, the production of a portfolio and hygiene requirements

70202 / BYEAA	Ballyboley	NOCN Makeup Techniques	Wednesday	09/09/2009	30/01/2010	18:30	21:30	£77.00	£49.00	£35.00	£26.60
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Essential Skills

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 Certificate In Adult Literacy

This course will help you improve your reading, writing and spelling skills. There are 5 levels, so whether you want to start from scratch at Entry Level, or get a GCSE equivalent qualification at Level 2, this class will accommodate you.

70029 / BYDAA	Ballyboley	C&G Certificate In Adult Literacy	Wednesday	09/09/2009	19/06/2010	14:00	16:00	£0.00	£0.00	£0.00	£0.00
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C&G Certificate In Adult Numeracy

This course will help you to understand, use and calculate figures in the areas of maths which you are likely to come across in your daily lives.

70030 / BYD1A	Ballyboley	C&G Certificate In Adult Numeracy	Tuesday	08/09/2009	05/06/2010	10:00	12:00	£0.00	£0.00	£0.00	£0.00
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GCSE

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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AQA GCSE Mathematics

This is a one year GCSE Maths course based on AQA Modular Mathematics

70545 / BYE1A	Ballyboley	AQA GCSE Mathematics	Thursday	10/09/2009	12/06/2010	19:00	21:30	£124.00	£76.00	£52.00	£37.60
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Horticulture

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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Flower Arranging

A leisure course covering a variety of arrangements and using seasonal flowers

70410 / BYDAA	Ballyboley	Flower Arranging	Thursday	10/09/2009	09/01/2010	10:00	12:00	£76.00			
70410 / BYDEA	Ballyboley	Flower Arranging	Thursday	14/01/2010	15/05/2010	10:00	12:00	£76.00			

NOCN Gardening

An introduction to the basics of Gardening. Course delivery is by a combination of lectures, practical work and garden visits. Students will look at the basics of gardening including: plant selection; propagation; soil cultivation; pests and diseases.

70193 / BYDAA	Ballyboley	NOCN Gardening	Wednesday	09/09/2009	30/01/2010	10:00	12:00	£65.00	£43.00	£32.00	£25.40
70193 / BYDAB	Ballyboley	NOCN Gardening	Wednesday	06/02/2010	17/06/2010	10:00	12:00	£65.00	£43.00	£32.00	£25.40

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 / BYD1A	Ballyboley	European Computer Driving Licence (ECDL)	Tuesday	08/09/2009	12/06/2010	09:30	12:30	£215.00	£147.00	£113.00	£92.60
70124 / BYE1A	Ballyboley	European Computer Driving Licence (ECDL)	Tuesday	08/09/2009	12/06/2010	18:30	21:30	£215.00	£147.00	£113.00	£92.60

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 / BYDAA	Ballyboley	NOCN Introduction To Internet & Email	Friday	11/09/2009	30/01/2010	09:30	11:30	£65.00	£43.00	£32.00	£25.40
70224 / BYDAB	Ballyboley	NOCN Introduction To Internet & Email	Wednesday	02/09/2009	16/01/2010	11:45	13:45	£65.00	£43.00	£32.00	£25.40
70224 / BYDEA	Ballyboley	NOCN Introduction To Internet & Email	Monday	01/02/2010	26/06/2010	09:30	11:30	£65.00	£43.00	£32.00	£25.40
70224 / BYDEB	Ballyboley	NOCN Introduction To Internet & Email	Wednesday	03/02/2010	19/06/2010	09:30	11:30	£65.00	£43.00	£32.00	£25.40
70224 / BYDEC	Ballyboley	NOCN Introduction To Internet & Email	Monday	01/02/2010	03/07/2010	11:45	13:45	£65.00	£43.00	£32.00	£25.40
70224 / BYEEA	Ballyboley	NOCN Introduction To Internet & Email	Wednesday	03/02/2010	19/06/2010	19:00	21:00	£65.00	£43.00	£32.00	£25.40

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 / BYDAA	Ballyboley	NOCN Introduction To The PC	Monday	07/09/2009	30/01/2010	09:30	11:30	£65.00	£43.00	£32.00	£25.40
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70225 / BYDAB	Ballyboley	NOCN Introduction To The PC	Wednesday	09/09/2009	30/01/2010	09:30	11:30	£65.00	£43.00	£32.00	£25.40
70225 / BYDAC	Ballyboley	NOCN Introduction To The PC	Monday	07/09/2009	30/01/2010	11:45	13:45	£65.00	£43.00	£32.00	£25.40
70225 / BYDEA	Ballyboley	NOCN Introduction To The PC	Wednesday	03/02/2010	19/06/2010	11:45	13:45	£65.00	£43.00	£32.00	£25.40
70225 / BYDEB	Ballyboley	NOCN Introduction To The PC	Friday	12/02/2010	12/06/2010	09:30	11:30	£65.00	£43.00	£32.00	£25.40
70225 / BYEEA	Ballyboley	NOCN Introduction To The PC	Wednesday	09/09/2009	23/01/2010	19:00	21:00	£65.00	£43.00	£32.00	£25.40

NOCN Introduction To Using The Internet For Shopping

71361 / BYDAA	Ballyboley	NOCN Introduction To Using The Internet For Shopping	Tuesday	08/09/2009	23/01/2010	12:00	14:00	£68.00	£44.00	£32.00	£24.80
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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 / BYD1A	Ballyboley	OCR Level 1 Certificate For IT Users (New CLAIT)	Monday	07/09/2009	26/06/2010	19:30	21:30	£105.00	£59.00	£36.00	£22.20
70236 / BYD1B	Ballyboley	OCR Level 1 Certificate For IT Users (New CLAIT)	Thursday	10/09/2009	12/06/2010	09:30	11:30	£105.00	£59.00	£36.00	£22.20

Languages

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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Holiday French

A leisure course which enables holiday-makers to deal with day-to-day situations at a basic level.

Students will be required to purchase a language pack at approx £15

70132 / BYEEA	Ballyboley	Holiday French	Wednesday	03/02/2010	26/06/2010	19:00	21:00	£84.00			
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Holiday Spanish

A leisure course which enables holiday makers to deal with day to day situations at a basic level.

Students will be required to purchase a language pack at approx £15

70137 / BYEEA	Ballyboley	Holiday Spanish	Monday	25/01/2010	26/06/2010	19:00	21:00	£84.00			
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NOCN French 1 (Level 1 Award)

An excellent course for beginners who wish to acquire a basic knowledge of the language. The course offers progression to NOCN Level 1 (Year 2).

Extra materials required include: Course book at approximately £13, and CDs which are optional at approximately £30.

70218 / BYE1A	Ballyboley	NOCN French 1 (Level 1 Award)	Tuesday	08/09/2009	12/06/2010	19:00	21:00	£114.00	£70.00	£48.00	£34.80
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NOCN Ulster Scots

Fair faa ye! This course explores the language, history and culture surrounding Ulster Scots heritage

70234 / BYE1A	Ballyboley	NOCN Ulster Scots	Monday	07/09/2009	26/06/2010	19:00	21:00	£114.00	£70.00	£48.00	£34.80
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Photography

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 Digital Photography

This course provides an introduction to digital photography for new digital camera owners, enabling you to become more competent in the use of digital cameras and associated software.

70461 / BYE1A	Ballyboley	NOCN Digital Photography	Thursday	10/09/2009	15/05/2010	19:00	21:30	£105.00	£63.00	£42.00	£29.40
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NOCN Level 2 Using Photoshop Techniques

This is a follow-on course from the digital photography courses. This course will provide you with a more advanced knowledge of digital photography and Adobe Photoshop. You will be introduced to more complex examination techniques using image layers.

70201 / BYE1A	Ballyboley	NOCN Level 2 Using Photoshop Techniques	Tuesday	08/09/2009	15/05/2010	19:00	21:30	£105.00	£63.00	£42.00	£29.40
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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

This course promotes relaxation and wellbeing to individuals.

70280 / BYDAA	Ballyboley	Yoga	Friday	11/09/2009	30/01/2010	09:30	11:00	£64.00			
70280 / BYDEA	Ballyboley	Yoga	Friday	05/02/2010	19/06/2010	09:30	11:00	£64.00			
70280 / BYEAA	Ballyboley	Yoga	Wednesday	09/09/2009	30/01/2010	19:00	20:30	£64.00			
70280 / BYEEA	Ballyboley	Yoga	Wednesday	03/02/2010	19/06/2010	19:00	20:30	£64.00			