

ESOL

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

C&G Certificate In ESOL Skills For Life

Students will learn to communicate in English, from basic greetings at beginner level, to sophisticated and fluent language at advanced level.

Classes are taught in a friendly environment using colorful and relevant resources

0845 6007555	Comber	C&G Certificate In ESOL Skills For Life	Tuesday	08/09/2009	12/06/2010	17:00	21:00	£18.00	£18.00	£18.00	£18.00
--------------	--------	---	---------	------------	------------	-------	-------	--------	--------	--------	--------

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
------	----------	-------	--------	------------	-------------	------------	----------	----------	-----------	-----------	-----------

BCS Advanced ECDL - Spreadsheets

Progression from ECDL, covering advanced features of MS Excel spreadsheets. ECDL Advanced is taught using Microsoft Office. There will be sessions available using both Office 2003 and Office 2007.

70016 / CRDEB	Comber	BCS Advanced ECDL - Spreadsheets	Wednesday	03/02/2010	26/06/2010	09:30	12:30	£61.00	£47.00	£40.00	£35.80
---------------	--------	----------------------------------	-----------	------------	------------	-------	-------	--------	--------	--------	--------

BCS Advanced ECDL - Wordprocessing

Progression from ECDL, covering advanced features of Word Processing. ECDL Advanced is taught using Microsoft Office. There will be sessions available using both Office 2003 and Office 2007.

70983 / CRDAA	Comber	BCS Advanced ECDL - Wordprocessing	Wednesday	09/09/2009	30/01/2010	09:30	12:30	£61.00	£47.00	£40.00	£35.80
---------------	--------	------------------------------------	-----------	------------	------------	-------	-------	--------	--------	--------	--------

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 / CRD1A	Comber	European Computer Driving Licence (ECDL)	Tuesday	08/09/2009	12/06/2010	11:00	14:00	£215.00	£147.00	£113.00	£92.60
70124 / CRD1B	Comber	European Computer Driving Licence (ECDL)	Thursday	10/09/2009	12/06/2010	09:00	12:00	£215.00	£147.00	£113.00	£92.60
70124 / CRE1A	Comber	European Computer Driving Licence (ECDL)	Monday	07/09/2009	26/06/2010	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 / CRDAA	Comber	NOCN Introduction To Internet & Email	Monday	07/09/2009	30/01/2010	11:00	13:00	£65.00	£43.00	£32.00	£25.40
70224 / CRDAB	Comber	NOCN Introduction To Internet & Email	Friday	05/02/2010	26/06/2010	10:00	12:00	£65.00	£43.00	£32.00	£25.40

Code	Location	Title	Day(s)	Start Date	Week Ending	Start Time	End Time	Full Fee	Con Fee 1	Con Fee 2	Con Fee 3
70224 / CRDEA	Comber	NOCN Introduction To Internet & Email	Thursday	04/02/2010	19/06/2010	12:00	14:00	£65.00	£43.00	£32.00	£25.40
70224 / CRDEB	Comber	NOCN Introduction To Internet & Email	Monday	01/02/2010	03/07/2010	09:00	11:00	£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 / CRDAA	Comber	NOCN Introduction To The PC	Monday	07/09/2009	30/01/2010	09:00	11:00	£65.00	£43.00	£32.00	£25.40
70225 / CRDAB	Comber	NOCN Introduction To The PC	Thursday	10/09/2009	30/01/2010	12:00	14:00	£65.00	£43.00	£32.00	£25.40
70225 / CRDAC	Comber	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 / CRDAD	Comber	NOCN Introduction To The PC	Monday	01/02/2010	03/07/2010	11:00	13:00	£65.00	£43.00	£32.00	£25.40
70225 / CREEA	Comber	NOCN Introduction To The PC	Thursday	10/09/2009	30/01/2010	19:00	21:00	£65.00	£43.00	£32.00	£25.40
70225 / CREEA	Comber	NOCN Introduction To The PC	Thursday	28/01/2010	15/06/2010	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 / CRD1A	Comber	OCR Level 1 Certificate For IT Users (New CLAIT)	Tuesday	08/09/2009	12/06/2010	09:00	11:00	£105.00	£59.00	£36.00	£22.20
70236 / CRE1A	Comber	OCR Level 1 Certificate For IT Users (New CLAIT)	Tuesday	08/09/2009	12/06/2010	19:00	21:00	£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
------	----------	-------	--------	------------	-------------	------------	----------	----------	-----------	-----------	-----------

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 / CREEA	Comber	Holiday Spanish	Monday	07/09/2009	05/12/2009	19:00	21:00	£60.00			
---------------	--------	-----------------	--------	------------	------------	-------	-------	--------	--	--	--

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
------	----------	-------	--------	------------	-------------	------------	----------	----------	-----------	-----------	-----------

NOCN Creative Writing

Creative writing can be fun, therapeutic and at times fascinating. This course will provide you with an introduction to creative writing techniques and help you to develop your skills.

70187 / CRD1A	Comber	NOCN Creative Writing	Wednesday	09/09/2009	19/06/2010	13:00	15:00	£102.00	£64.00	£45.00	£33.60
---------------	--------	-----------------------	-----------	------------	------------	-------	-------	---------	--------	--------	--------