

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 / OSD1A	Altas	European Computer Driving Licence (ECDL) Atlas	Wednesday	09/09/2009	19/06/2010	09:30	12:30	£215.00	£147.00	£113.00	£92.60
70124 / OSD1B	Altas	European Computer Driving Licence (ECDL) Atlas	Wednesday	09/09/2009	19/06/2010	14:00	17:00	£215.00	£147.00	£113.00	£92.60
70124 / OSE1A	Altas	European Computer Driving Licence (ECDL) Atlas	Monday	07/09/2009	26/06/2010	18:00	21:00	£215.00	£147.00	£113.00	£92.60

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 / OSD1A	Altas	OCR Level 1 Certificate For IT Users (New CLAIT) - Atlas	Monday	07/09/2009	26/06/2010	14:00	16:00	£105.00	£59.00	£36.00	£22.20
70236 / OSD1B	Altas	OCR Level 1 Certificate For IT Users (New CLAIT) - Atlas	Tuesday	08/09/2009	12/06/2010	10:00	12:00	£105.00	£59.00	£36.00	£22.20
70236 / OSD1C	Altas	OCR Level 1 Certificate For IT Users (New CLAIT) - Atlas	Thursday	10/09/2009	12/06/2010	10:00	12:00	£105.00	£59.00	£36.00	£22.20
70236 / OSE1D	Altas	OCR Level 1 Certificate For IT Users (New CLAIT) - Atlas	Wednesday	09/09/2009	19/06/2010	19:00	21:00	£105.00	£59.00	£36.00	£22.20