



Cork College of FET

Cork's Further Education & Training Service

DOUGLAS STREET CAMPUS

A Pathway for Every Learner



NOW TAKING APPLICATIONS

Courses which will give you Skills for the Job Market

APPLIED COMPUTER TRAINING COURSE

When? **Starts this September** Where? **Douglas Street Campus, Sawmill St. Cork**

How? **Apply Online - www.stjohnscollege.ie**

The Applied Computer Training Course with parent friendly hours accommodates the needs of employers and Third Level colleges. The course content concentrates on the practical computer skills and overall administration skills required to work in a modern business or office environment. If you are looking to gain brand new computer skills or even simply upskill and update any existing IT skills you may have, then this is the course for you. You will gain the confidence to use computers competently, a life skill that can be applied to any career. Educational, career and personal guidance is a strong feature of the course and students are given all the support they need to make informed decisions regarding their future career and life choices.

Course Outline

- Digital Presentations
- Desktop Publishing
- Business Administration Skills
- Marketing Practice
- Communications
- Work Experience
- Spreadsheet Methods
- Word Processing
- Database Methods
- The Internet

Job Opportunities

- Information and Communications Technology and Business is the backbone of many industries – health, transport, finance, media and manufacturing – so the skills you will learn will be highly valued by employers. Graduates will be highly skilled to work in any modern computerised business or office environment.

Special Features

- Parent friendly hours
- Educational, career and personal guidance.
- The opportunity to undertake work experience and apply new skills in the work environment.
- On campus crèche facility.
- Applicants in receipt of a Social Welfare payment may apply for VTOS or BTEA.
- Advice on Fee Exemptions.
- Retention of Social Welfare Payments and Benefits, e.g. Job Seekers Allowance, One Parent Family Payment, Medical Card, Rent Allowance etc.

Certification

- Business Studies QQI Level 5 – 5M2102

Duration • One Year

This course is run in co-operation with the Cork Education and Training Board -Douglas Street Campus, the Department of Social Protection (DSP) and the Local Employment Service (LES).

For Further Details: Email: info@stjohnscollege.ie Tel: **021 4255500**

www.stjohnscollege.ie



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Courses which will give you Skills for the Job Market

New Directions – IT Skills Development Course

When? **Starts this September** Where? **Douglas Street Campus. Sawmill St. Cork**

How? **Apply Online - www.stjohnscollege.ie**

The modern world runs on technology. This programme aims to provide learners with the skills, knowledge and competence to work under supervision providing assistance and support within a variety of Information and Communications Technology (ICT) settings. Programme content includes the use of a range of digital media technologies, use of ICT applications and packages, as well as communication skills, work experience and application of mathematical skills. The programme is also suited to those seeking to progress to higher levels of training and education in ICT.

Course Outline

- Computer Applications
- Information Technology Skills
- Digital Media Technology
- Desktop Publishing
- Customer Service
- Mathematics
- Communications
- Work Experience

Certification

- Information and Communications Technology Skills QQI Level 4 – 4M0855

Duration • One Year

This course is run in co-operation with the Cork Education and Training Board-Douglas Street Campus, the Department of Social Protection (DSP) and the Local Employment Service (LES).

Job Opportunities

- Information and Communications Technology and Business is the backbone of many industries – health, transport, finance, media and manufacturing – so the skills you will learn will be highly valued by employers.

Progression

- Students may progress to a range of existing Level 5 Business and Computing courses including Applied Computer Training Level 5.
- Additionally, following the successful completion of Level 5 course, students may apply to a range of Higher Education Institutions through the Higher Education Links Schemes.

Special Features

- Parent friendly hours
- No fees for those on Social Welfare Payments.
- Retention of Social Welfare Payments and Benefits, e.g. Job Seekers Allowance, One Parent Family Payment, Medical Card, Rent Allowance etc.
- Educational, career and personal guidance.
- The opportunity to undertake work experience and apply new skills in the work environment.
- On campus crèche facility.

For Further Details: Email: info@stjohnscollege.ie Tel: **021 4255500**

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