



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.douglasstreetcampus.ie**

Course Outline

- Digital Presentations
- Business Administration Skills
- Marketing Practice
- Information & Communication Systems
- Communications
- Work Experience
- Spreadsheet Methods
- Word Processing
- Database Methods
- The Internet

Certification

- Information Processing QQI Level 5 - 5M2067

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

- 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.

For Further Details: Email: douglasstreetcampus@corketb.ie Tel: **021 4255500**

www.douglasstreetcampus.ie





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New Directions – IT Skills Development Course

When? **Starts this September**

Where? **Douglas Street Campus. Sawmill St. Cork**

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

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.

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