

Adult Computers

Mornings only

AIM

This course is specially designed for Adults who wish to return to work and concentrates on the practical elements of office administration.

The course will assist in planning career goals as well as providing valuable preparation for interviews.

DURATION

One Year (mornings only)

EXAMINING BODY

Further Education & Training Award Council (FETAC).

AWARD/ FETAC CODE

FETAC Level 5 - Certificate in Business Studies Secretarial BBSSX

ENTRY REQUIREMENTS

Applications invited from those over 21 years of age. No formal examination results are needed.

HOW TO APPLY

Please see page 4.

FEES & COSTS

Year 1	Student services	€200
	Exam fees	€260
	Total	€260

COURSE CONTENT

- Communications
- Work Experience
- Information & Administration
- Word Processing
- Text Production
- Audio Transcription
- Database Methods
- Internet

FURTHER STUDIES

Holders of a full FETAC award at level 5 may apply for degree courses under the Higher Education Links Scheme and under the Pilot Links Scheme.



FURTHER ENQUIRIES
Ms. Maeve O'Callaghan
021 4223 825(direct dial)
021 4222 100(switchboard)
email: mcallaghan@ccoc.ie

Computer Science



AIM

This course prepares the students for a career demanding specialist knowledge of Programming, Networks, Web Authoring, Systems Analysis and Design, Computer Management, Database (design, implementation and administration) and Software Applications Development. The students will be trained in programming languages used in software development (C++ and Visual Basic) and website development (HTML). The programme of study also provides students with practical experience in various computing packages, including FrontPage, Word, Excel and Access.

DURATION

Two Years

EXAMINING BODY

Further Education and Training Council (FETAC)

AWARD/ FETAC CODE

Year 1 – FETAC Level 5 - Certificate in Information Technology. - CITXX

Year 2 – FETAC Level 6 - Advanced Certificate in Networks & Software Systems - CNSSX

ENTRY REQUIREMENTS

Leaving Certificate with a minimum of one grade C on Honours paper and a good Maths result or relevant computer experience.

HOW TO APPLY

Please see page 4.

FEES & COSTS

Year 1	Student services	€200
	Exam fees	€60
	Total	€260

Year 2	Student services	€200
	Exam fees	€60
	Total	€260

COURSE CONTENT

Year 1.

- Communications
- Work Experience
- Computer Architecture & Systems
- Computer Programming
- Database Methods
- Web Authoring
- Spreadsheet Methods
- Mathematics For Computing
- Word Processing

Year 2

- Networks
- Windows Programming
- Object Oriented Programming or Systems Maintenance
- Relational Database
- Systems Analysis
- Web Authoring
- Operating Systems

FURTHER STUDIES

Holders of a full FETAC award at level 5 or level 6 may apply for degree courses under the Higher Education Links Scheme and under the Pilot Links Scheme including:

Yr 1 BSc (Hons) Computer Science UCC (CK401)
Yr 1 BSc (Hons) Computer Science and Software Engineering NUI Maynooth (MH203)
Yr 1 BSc Software Development CIT (CR106)
Yr 1 BSc (Hons) Computing CIT (CR016)
Yr 1 BSc (Hons) Multimedia. DCU (DC133)
Yr 1 BSc Business & Information Systems UCG (GY206)
Yr 2 BSc (Hons) Software Development CIT (CR106)
Yr 2 BSc Computing CIT (CR016)
Yr 2 BSc Computer Information systems. National University of Wales, Swansea Institute of Higher Education.

EMPLOYMENT OPPORTUNITIES

Employment areas include Networks, Programming, Web Authoring, Database Administration and Applications Development.

FURTHER ENQUIRIES
Ms. Maura O' Halloran
021 422 3834 (direct line)
email: mohalloran@ccoc.ie