

## IT AND CHILDCARE *continued*

legislative and ethical issues relevant to use of IT in a child-centred environment for both adults and children.

**Entry Level:** Basic computer knowledge | navigation skills

**Start Date:** Apr 2010

Call office for further details

## WORD PROCESSING FETAC Level 6, 1 Module Credit

This module is designed to enable learners gain an in-depth knowledge of word processing software and enables them to develop their word processing skills to a more competent level.

**Entry Level:** Level 5 Cert in, Leaving Cert or equivalent qualifications and/or relevant life and work experiences.

**Start Date:** Feb 2010 | 4 Sessions

**Price:** €120

## SPREADSHEETS FETAC Level 6, 1 Module Credit

The module is designed to enable the learner to gain an in-depth knowledge of spreadsheet software and to develop their excel skills to a more competent level.

**Entry Level:** Level 5 Cert, Leaving Cert or equivalent qualifications and/or relevant life and work experiences.

**Start Date:** Mar 2010 | 4 Sessions

**Price:** €120

## COMPUTER ARCHITECTURE AND SYSTEMS

FETAC Level 5, 1 Module Credit

Providing the learner with an understanding and appreciation of the fundamental role played by computing systems in modern society. It is designed to encourage the learner to understand how the components of a computing system function. This module is one of the two mandatory vocational modules on the Level 5 Cert in Info Technology.

**Entry Level:** Level 4 Cert, Leaving Cert or equivalent qualifications and/or relevant life and work experiences.

**Start Date:** Oct 2009 | 7 Sessions

**Price:** €680

## COMPUTER NETWORKS FETAC Level 3, 1 Module Credit

Designed to provide the learner with a knowledge and understanding of networks, allowing them to set up and manage a networked system of computers.

**Entry Level:** NVC Level 2, or equivalent qualifications and/or relevant life and work experiences.

**Special Requirements:** The learner should have successfully completed the NCVA module Computer Architecture and Systems or its equivalent.

**Start Date:** Mar 2010

Call our office for further details

## SYSTEM MAINTENANCE FETAC Level 6, 1 Module Credit

This module is designed to give the learner the necessary skills and techniques for repairing, maintaining, troubleshooting hardware and software problems, also upgrading existing computers to a higher specification.

**Entry Level:** Level 5 Cert, Leaving Cert or equivalent qualifications and/or relevant life and work experiences.

**Start Date:** May 2010

Call our office for further details

## SOFT SKILLS

### CUSTOMER CARE FETAC Level 5, 1 Module Credit

The focus of the module is obtaining the skills and knowledge required to perform effectively as a representative of an organisation. Developing appropriate knowledge and attitudes in order to implement this skill and knowledge. This is a mandatory vocational module for the Level 5 Cert in Tourism. It may also be included as an elective module in a wide range of certs.

**Entry Level:** Level 4 Cert, Leaving Cert or equivalent qualifications and/or relevant life and work experiences.

**Start Date:** Oct 2010 | 2.5 days

Call our office for further details

### MARKETING PRACTICE FETAC Level 5, 1 Module Credit

The module is designed to enable learners to learn and apply the principles and practices of marketing.

Learners who complete this module will be able to work effectively as a marketing assistant in a range of organisations.

**Entry Level:** Level 4 Cert, Leaving Cert or equivalent qualifications and/or relevant life and work experiences.

**Start Date:** Jan 2010

Call our office for further details

### RECEPTION COURSE FETAC Level 5, 1 Module Credit

Providing learners with the knowledge and skills required to work as a front line representative of any organisation.

**Entry Level:** Level 4 Cert, Leaving Cert or equivalent qualifications and/or relevant life and work experiences.

**Start Date:** Jan 2010

Call our office for further details

### CV PREPARATION AND INTERVIEW TECHNIQUES

How to make an immediate impact with a CV; key format and content for CV; avoid the biggest CV and interview pitfalls; understand the CV audience better, i.e. employer; how to prepare for interview; improve body language and non-verbal communication; know how to handle difficult questions.

**Entry Level:** No previous knowledge required

**Start Date:** Sep '09 and Jan 2010 | 2 Days

Call our office for further details

### TOUCH TYPING CLASSES

Our Touch Typing Course helps you to increase your typing speed and accuracy. It takes very little time to learn the basics of touch typing, allowing you to develop a skill that will help you for a lifetime.

**Entry Level:** No previous knowledge required

**Start Date:** Sep '09 and Jan '10 | Ongoing

**Price:** €95 (9x1hr Sessions)



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## COURSES LIST 2009/2010



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## COMPUTER COURSES

### BASIC COMPUTERS

Our Basic Computer course is designed for people who have little or no computer experience.

**Entry Level:** No previous knowledge required

**Start Date:** Sep '09 and Jan '10 | 6 Sessions **Price:** €220

### BASIC COMPUTER LITERACY

FETAC Level 3, 1 Module Credit

Candidates who successfully complete our Computer Literacy course will be able to use applications, such as Word, Excel, Email and Internet. Understanding elements of hardware and software, demonstrate good habits in the use and care of the PC.

**Entry Level:** No previous knowledge required

**Start Date:** Sep '09 and Jan '10 | 7 Sessions **Price:** €280

### INTERNET AND EMAIL

Our Internet and Email course will help candidates discover what on-line living has to offer. Feel more secure while booking holidays or flights and discover the joys of on-line shopping. Get help setting up your email, so you can correspond with friends and family.

**Entry Level:** No previous knowledge required

**Start Date:** Sep '09 and Jan '10 | 4 Sessions **Price:** €190

### PRE ECDL

This is an ideal follow-on from Basic Computers. Bringing candidates to a satisfactory level, before embarking on the ECDL Course. This class gives an introduction to 4 modules of ECDL: Word, Excel, Powerpoint, File Mgt.

**Entry Level:** Basic knowledge required

**Start Date:** Aug '09 and Nov '10 | 4 Sessions

**Price:** €150 (€99 if also enrolling on ECDL)

### ECDL – EUROPEAN COMPUTER DRIVING LICENCE

FETAC Level 4, 2 Module Credits

The ECDL establishes a standard for everyone who uses a computer in either a professional or personal capacity. The ECDL consists of 3 main components - a syllabus, a skills card and a question test base, all leading to the ECDL. Two credits can be awarded at FETAC level 4 for the successful completion of the ECDL.

**Entry Level:** Pre-ECDL Level (Can be assessed prior to course)

**Start Date:** Sep '09 and Jan '10 | 17 Sessions **Price:** €580

### ECDL ADVANCED FETAC level 5

ECDL Advanced is particularly designed for those who have reached ECDL standard of computer literacy and who wish to bring their computer skills to the next level. Modules covered at an advanced level include; Word, Excel, PowerPoint and Access.

**Entry Level:** ECDL and Good Working knowledge of applications.

**Start Date:** Sep '09 and Jan '10 | 7 Sessions per module

**Price:** €320 per module (€280 without exam)

### ECDL REFRESHER

This course is designed for candidates who have previously completed the ECDL and wish to refresh their skills to current ECDL level, Syllabus 5.

**Entry Level:** ECDL Completed

**Start Date:** Sep '09 and Feb '10 | 7 Sessions **Price:** €180

### MICROSOFT OFFICE SPECIALIST FETAC Level 5

The Microsoft Office Specialist (MOS) qualification is Microsoft's official certification in the MS Office suite. It is a globally recognised qualification that certifies your skills in Microsoft Office and helps to fill the growing demand for qualified, knowledgeable people in the workplace.

**Modules covered at Core level include;**

Word, Excel, PowerPoint, Access and Outlook.

**Entry Level:** ECDL and generally good PC skills

**Start Date:** Jan '10 and Mar '10 | 7 Sessions

**Price:** €310 per module (€280 without exam)

### MICROSOFT CERTIFIED APPLICATION SPECIALIST

FETAC Level 5

As above, but with MS Office 2007 rather than MS Office 2003.

**Modules covered at Core level include;**

Word, Excel, PowerPoint, Access and Outlook.

**Entry Level:** Generally good PC skills

**Start Date:** Jan '10 and Mar '10 | 7 Sessions

**Price:** €310 per module (€280 without exam)

## BUSINESS COURSES

### SAGE MANUAL & COMPUTERISED ACCOUNTS

FETAC Level 6, 1 Module Credit

Learners who successfully complete this course will be able to produce computerised financial reports; understand the nature and purpose of Control Procedures; appreciate the importance of accounting concepts, principles and standards; interpret, comment and report on the results of a company; appreciate budgeting as an important business tool.

**Entry Level:** Level 5 Certificate in a Business related area.

**Start Date:** Sep '09 and Jan '10 | 9 Sessions **Price:** €495

### SAGE COMPUTERISED ACCOUNTS

This course is designed with the user in mind, developing proficiency in the SAGE Accounts Package. Although this is a non-certified course, all areas of the SAGE programme is covered so whether you use SAGE Instant, Accountant or Accountant Plus, you will benefit from this course.

**Entry Level:** Some manual accounting knowledge required

**Start Date:** Sep '09 and Jan '10 | 7 Sessions **Price:** €395

### MANUAL & COMPUTERISED ACCOUNTING

FETAC Level 5, 1 Module Credit

This module is a mandatory module for the Level 5 Certificate in Business Studies – Administration. It is designed to enable the learner to understand the

### MANUAL & COMPUTERISED ACCOUNTING *continued*

principles and practice of maintaining financial records manually and using integrated accounting software.

**Entry Level:** Level 4 Cert, Leaving Cert or equivalent qualifications and/or relevant life and work experiences.

**Start Date:** Jan '10 | 9 Sessions **Price:** €495

### PAYROLL – MANUAL & COMPUTERISED

FETAC Level 5, 1 Module Credit

This module will provide the learner with knowledge and skills necessary to maintain payroll records manually and on a computer in a small to medium sized organisation.

**Entry Level:** Level 4 Cert, Leaving Cert or equivalent qualifications and/or relevant life and work experiences.

**Start Date:** Nov '09 | 6 Sessions **Price:** €295

### BUSINESS COMPUTING FETAC Level 5, 1 Module Credit

This module will enable the learner to operate effectively within a general office environment. The focus is on acquiring theoretical knowledge underlying a variety of computer applications used in business and developing the practical skills required for business computing.

**Entry Level:** Level 4 Cert, Leaving Cert or equivalent qualifications and/or relevant life and work experiences.

**Start Date:** Jan 2010 | 2 Day

Call our office for further details

### BUSINESS ENGLISH FETAC Level 5, 1 Module Credit

This module is a requirement of many Level 5 business-related training courses. It is designed to enable students to communicate and act effectively and efficiently in English in a business context and to undertake the types of tasks required of a senior Administrator, Personal Assistant or Personnel Officer.

**Preferred Entry Level:** Level 4 Cert, Leaving Cert or equivalent qualifications and/or relevant life and work experiences.

**Entry Level:** No previous knowledge required

**Start Date:** Feb 2010 | 2 Day

Call our office for further details

### GENERAL OFFICE SKILLS FETAC Level 4, 1 Module Credit

This module is designed to provide learners with the knowledge and skills required to effectively perform various functions within an office environment. Candidates will cover key responsibilities skills competences and attitudes necessary to perform general office and administrative duties.

**Entry Level:** Level 3 Cert, Junior Cert or equivalent.

**Start Date:** Nov '09 and Mar '10 | 8 Morning Sessions

Call our office for further details

### IT AND CHILDCARE FETAC Level 5, 1 Module Credit

This module has been designed to provide learners with an understanding of, and practical experience in the use of Word Processing & File Management/Internet & Email/Computers & Technology around Children. Exploring the