



Certificate in Computer Studies (Information Processing) 5M2067



Certification

On successful completion of the course, candidates who reach the required standard will receive the following award:

- QQI Certificate in Computer Studies (Information Processing) 5M2067

Module Name & Code	
Information and Communications Systems 5N1952	This module allows students to understand how information is processed within organisations. It enables students to understand the nature of information and its importance to organisations as well as evaluate the role of digital technology in information transmissions systems.
Spreadsheet Methods 5N1977	This module enables students to develop a fundamental understanding of spreadsheet concepts and their range of applications. In so doing, they will gain extensive practical experience in spreadsheet design and implementation
Communications 5N0690	The purpose of this module is to facilitate learners to acquire communications skills relevant to vocational, personal and interpersonal development and to explore the use of modern information and communications technology (ICT), in personal and vocational life
Work Experience 5N1356	This module provides learners with the skills to participate in a suitable work placement under supervision for a limited time. Work experience includes observation of good timekeeping, working independently while under general direction, meeting deadlines, personal presentation, communication, adherence to health, safety and other relevant regulations.
Word Processing 5N1358	This module aims to equip the learner with the knowledge to use a word processing application. Learners will be able to create documents applying a range of text processing features including – margins, line spacing, indenting text and paragraphs, borders and shading, numbering and bullets, copying and pasting text, enhancing text.
Database Methods 5N0783	This module aims to provide students with the necessary skills to create and modify databases. Students will develop an understanding of databases, create databases from designs, utilise databases to manipulate, retrieve and output information.
Web Authoring 5N1910	This module enables students to understand the development of the Internet and World Wide Web (WWW) from their inception. Students will acquire the knowledge and skills necessary to build web-pages using both HTML text editors and WYSIWYG editors as well as plan, design, construct and maintain web pages and a website.
The Internet 5N1611	The Internet module enables students to gain the knowledge, skill and competence to use the internet for communication, research, collaboration, e-Commerce and web authoring in a secure and confidential manner in a range of personal and work contexts
Desktop Publishing 5N0785	This module allows students develop a knowledge of the complete desktop publishing process incorporating briefing, concept, design and production. They will develop creativity and visual awareness through the production of various publications including flyers, brochures, business cards and documents



Workshops

The following workshops will take place as part of the course
**Programming, Photoshop
CV Preparation, Interview Skills**

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Certification

On successful completion of the course, candidates who reach the required standard will receive the following award:

- Level 5 Certificate in Computer Studies (Information Processing) (5M2067)

Career Opportunities

This course provides the basis from which a student may further his/her studies or find employment as an Information Technology Assistant in the commercial area. There is a wide range of opportunities in the I.T. sector including:

- Technical Support
- Web/Internet Support
- Computer Operations
- Administration
- Sales
- Banks
- Building Societies
- Health Boards
- Civil Service Local Authority Offices



Possible Progression from this Course

Moate Business College

6M4985: Advanced Certificate in Business Computing (Level 6)

Athlone Institute of Technology

AL650: Higher Certificate in Business (Level 6)
 AL653: Higher Certificate in Office Management (Level 6)
 AL657: Higher Certificate in Computing for Business (Level 6)
 AL655: Higher Certificate in Business in Social Media Marketing (Level 6)
 AL705: BSc Software Dev (Mobile apps & Connected Devices)

Limerick College of Technology

LC231: Business Technology (Information Systems) (Level 8)
 LC232: Business Computing (Level 6)

Institute of Technology, Sligo

SG538: Web Development & Creative Media (Level 7)

GMIT

GA776: Business Computing and Digital Media (Level 7)
 GA869 Higher Certificate in Business In Computer Applications (Level 6)

Letterkenny Institute of Technology

LY117: Administration and Information Technology (Level 7)
 LY717: Computing (Computing Level 7)
 LY747: Computing with Web and Mobile Applications Development

Dublin Institute of Technology

DT354: Business Computing (Level 8)
 DT365: Business and Management (Level 8)