Computer & E Business Level 5

Class Handbook

Information Processing Award BIPXXX Fetac Level 5

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Course Description

The Computing and e-Business course is designed for students who are interested in pursuing a career in the growing field of Information Technology and Computer Services within the wider business community.

Progression

On successful completion students may progress to the second year of the Higher Certificate in Office Information Systems at the Cork Institute of Technology, or the second year of Business Studies at the Institute of Technology, Tralee.

Students may also apply to range of Higher Education Institutions through the Higher Education Links Schemes. Students can talk to the guidance counsellor for further information.

❖ *Course Outline Year One*
   Information & Communications Systems *(Level 5)*
   Internet *(Level 5)*
   Database Methods *(Level 5)*
   Text Production *(Level 5)*
   Spreadsheets *(Level 5)*
   Information and Administration *(Level 5)*
   Communications *(Level 5)*
   Work Experience *(Level 5)*
   Web Authoring *(Level 5)*
   European Language *(Level 4) (German)*

❖ *Certification Year 1*
   At the end of year one, students will get an award in Information Processing Fetac Level 5. In order to achieve a level 5 award, students need to pass all 8 modules at level 5.

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Class Teacher Duties

Your class teacher is there to help you with any questions, problems, concerns you have within the college. Your class teacher may be available within college hours to help and support you. If a student is experience difficulties they should call on the class teacher in the first instance.

Your class teacher will also liase with you and the work experience placement. The class teacher will also be the person who will check on your progress during the work experience weeks.

If students are experience difficulty in a subject area the class teacher can arrange study support in that area for them.

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College Calendar 2011/2012

College Opens	Monday August 29th
Mid Term	Monday October 31st – Friday November 4th
College Closes	December 22nd (Thursday afternoon)
College Re-opens	Monday January 9th
Mid Term**	Monday February 13th – Friday February 17th
Bank Holiday	Monday March 19th
Easter Holidays**	Monday April 2nd – Friday April 13th
College Re-opens	Monday April 16th
Bank Holiday	Monday May 7th
College closes	Friday June 1st

Work Experience Weeks

2011

Work Experience 1 Monday 21st November   -   Friday November 25th

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2012

Work Experience 2 Monday 20ᵗʰ February   -   Friday 24ᵗʰ February

The library (IRC) in St Johns College

The Information Resource Centre (IRC/Library) in St John's Central College is intended to be the main source of information provision, both printed and electronic in the college. IRC members can access information in a peaceful environment where study & research is carried out in an atmosphere of mutual respect & co-operation.

Students can access materials from shelves electronically using the OPAC system on computers in the IRC.
Students can access lecturers? Notes on-line. This has been introduced as a pilot scheme and, it is hoped, will soon be taken on board across the College.

The College IRC reflects the needs of Adult & PLC students in the preparation for a life of learning. It recognizes the student as self-directed and motivated and at the centre of the learning process, supported by teachers and other students.

It also assists in the student's personal development with the promotion of leisure reading and the inclusion of materials outside the formal curriculum. These materials also reflect the growing multi-cultural nature of our student and staff body.

Layout:
The IRC is on two levels connected by a spiral staircase. Access is only through the 3rd floor, as the 4rth floor door is for emergency use only.
Silent study and leisure reading areas are all incorporated into the IRC. The Internet is accessible from all the computers in the IRC

Opening Hours:
Currently the IRC is open from 9.00am to 5.00pm for research and study purposes. The lending/borrowing service is open from 10.00 am until 2.00pm Mon-Fri. It is supervised at all times by members of the College staff.

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Guidance & Counselling Service Room 306

What the service offers

❖ Personal counselling

❖ Relationships counselling

❖ Support with issues relating to alcohol and drugs

❖ Unplanned pregnancy

❖ Study skills and exam techniques

There are regular bulletins on notice boards regarding open days at third level colleges, CAO information, job vacancies, etc.

Personal development skills such as time management, stress management, assertiveness, and communications skills development are also covered. Carmel Scanlon has also established Snow Patrol Seminars, which are run each Wednesday. These seminars are for all students and cover topics that have to do with feeling confident and secure, stress, loss, drugs, alcohol, etc.

The service aims, not only to help the students to deal with immediate issues but also to develop skills that will enable one to cope more confidently with issues that will effect a person at various stages in their life. It offers both individual and/or group work and is confidential in nature. All are welcome to use it at any time.

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Attendance & Punctuality

One of our most important considerations at this college is to see you complete your course, with Full Certification and to see you enter the Workplace with marketable skills, having experienced the best of work practices. From our many years of experience we know that this is just not possible unless you commit yourself to full participation in your chosen course of study.

Full Participation Involves:

- Punctuality at all times
- Attendance at all of your timetabled classes and at Work Experience
- Handing up work/assignments/projects on time
- Co-operating fully with staff in the maintenance of accurate attendance records

Poor Attendance/Punctuality may result in:

- Referral to the College Attendance Committee
- Difficulty in providing a favourable reference to other colleges, training agencies or employers
- Difficulty in recommending you for Full National Certification
- Withdrawal of a place in second year, where a second year programme exists
- Termination of your Student Grant/VTOS Allowances

What to do if you cant attend college:

- Notify the College immediately if I am absent from class for any reason

- Give a written note to the class teacher to obtain permission for absences that I will be aware of in advance (e.g. dental and medical appointments, representing the college at sporting activities etc.). However, I accept that, where possible, I should make such appointments outside of college time.

A medical cert will be necessary if a student is absent for more than two days on medical grounds.

Attendance Committee

Where a student is absent for more than five days without permission or medical certification they will be written to by the Chairman of the Attendance Committee and

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invited to come before the Committee to offer an explanation within seven days. Since students who are absent for more than fifteen days, without permission or medical certification, are normally deemed to have left their course they will only be allowed back if they can provide the Committee with a satisfactory explanation and adequate guarantees as to their future good attendance.

Where the Attendance Committee decides that a student should not be allowed back he/she would be informed of his/her right to appeal to the College Appeals Committee. The Chairman of the Attendance Committee will send a letter to this effect to the student on the day of the interview. The student will be allowed seven days to respond in writing.

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Student Contracts

Partnership in Learning

The College aims to encourage students to pursue their studies in an atmosphere that encourages partnership in learning. The focus within the college community is, therefore, on personal responsibility to each other. The College is dedicated to the promotion of equality of opportunity, to the avoidance of unfair practice and to respect for and courtesy towards each other regardless of race, religious beliefs, social class, gender or sexual orientation.

You can expect:

- That we will provide you with accurate information and guidance on opportunities
-
  To have a named person as Class Teacher to be available as support
- That we will monitor your work and advise you of your progress
- Confidentiality in your dealing with us

- Access to advice and counselling on any educational or personal matter

- Representation on the Student Council & College Board of Management

- To be treated with respect & dignity by all members of staff in a caring & supportive atmosphere

- That we will deal sympathetically with medical or other problems you may have

- Classes to start and end on time, and students to be notified of any unavoidable changes

- The guaranteed delivery of your programme

- That we will respond quickly to any problem you tell us about

- To be kept informed about developments within the college that may affect you

- If you experience any difficulty with the above, you should inform your Class Teacher in the first instance so that the matter may be dealt with.

The College aims to encourage students to pursue their studies in an atmosphere that encourages partnership in learning. Normal rules that apply in any community also apply in this college. Your attention is particularly drawn to this Contract, and the attached Contracts that relate to Attendance Punctuality & Work Experience.

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We expect you to:

- Be proud of the good name of the college and do nothing to take form that good name

- Adopt a responsible attitude in helping to create a supportive community in which everybody can flourish

- Respect the rights of all others within the college community. Treat everybody with respect, regardless of differences in culture, ability, race, gender, age, sexual orientation or social class

- Take responsibility for your learning by attending regularly and punctually, working hard at your studies and completing all your assignments on time

- Attend all timetabled classes, unless in exceptional circumstances where an alternative arrangement has been negotiated with the College Authorities

- Provide an explanation to your Class Teacher in the case of an occasional absence, and a Medical Cert in the case of a longer absence through illness

- Co-operate with teachers and all other college staff

- Seek help if you need it and let us know quickly if you have any difficulties

- Help to make the college a safe place for all

- Take care of college buildings and furnishings, and respect the property of others

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In line with current Health & Safety Legislation, there is NO SMOKING allowed within the college buildings. This includes the student canteen. There is a smoking shelter situated in the courtyard.

Work Experience Student Contract

Work Experience is offered as an integral part of all courses in the College. The importance of Work Experience lies in the fact that:

It provides an opportunity to experience a real work environment

It challenges students to experience working conditions and regulations in the real world

It is mandatory module under FETAC/NCVA and Department of Education regulations and must be completed successfully in order to obtain a full NCVA/FETAC award

It provides a valuable link between the College and world of employment

Many students are offered employment on foot of their diligent application to work experience

When taking up work experience you are expected to represent the college to the best of your ability. A high standard is expected of each student. Students on work experience remain subject to the College Code of Conduct, and in addition should comply with any guidelines laid down by the employer.

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In particular your attention is drawn to the following:

Learning: Work experience is part of the learning process on which you have embarked in Central College. It is very important that you take responsibility for your own learning while on work experience, in order to gain the maximum benefit from the time you spend with your employer.

Attendance: You are expected to be present and punctual at your designated work experience place during normal working hours.

Absence: If you are unable to attend at your work experience, you must inform your employer and class teacher immediately. Absence from work experience is permissible only in very exceptional circumstances e.g. illness, and will require a full explanation, Medical Cert etc. Absence from Work Experience will automatically be referred to the Attendance Committee

Appropriate Dress/Hygiene: Many employers have a dress and/or hygiene code, whether due to the nature of their business or for Health & Safety reasons. You must comply with this code.

Instructions/Initiative: You are expected to follow all reasonable instructions issued by your employer and to show initiative in your work practice.

Documentation: You are required to keep/collect all relevant work experience documentation as advised by your Class Teacher.

If you have a genuine difficulty during your work experience, you should contact the College immediately. Under no circumstances should you leave or change your work experience without prior permission from the College.

The College staff has worked long and hard over many years in establishing and maintaining the valuable network of employers. Any action by a student that might jeopardize this would be viewed as a serious breach of the College Code of Conduct, and will result in the student being referred through the College Disciplinary structure.

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With this contract students must:

- Cooperate with the class teacher in securing a suitable work experience placement and inform the class teacher of suitable contact details.

- Notify the college and the employer immediately if I am absent from work experience. I understand that such absence will only be tolerated in extreme circumstances.

- Make no appointments, except in the most extreme circumstances, which would require me to be absent from work experience.

- Avoid participating in any other work or activities that would require me to absent myself from work experience.

- Follow the instructions given by my teachers and work supervisors relating to my work experience.

- Act in a manner in the work situation, which does not endanger my own health and safety or the health and safety of others.

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Information & Communications Systems (Level 5)
Internet (Level 5)
Database Methods (Level 5)
Text Production (Level 5)
Spreadsheets (Level 5)
Information and Administration (Level 5)
Web Authoring (Level 5)
Communications (Level 5)
Work Experience (Level 5)
European Language (Level 4) (German)

Deadlines will be giving by teachers in the coming weeks and must be strictly adhered to.

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Modules and Deadlines

Work Experience W20008

Module Title	**Work Experience**
Module code	**W20008**
Teacher's Name	**Ber Langford**

Summary of Module Contents/Module Description

Unit 1   **Planning and Preparation**
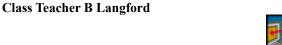Unit 2   **Experience(Doing Work Experience)**
Unit 3   **Review and Evaluation**

Assignments/Projects/Exams

1. **Planning & Preparation 50%**
2. **Supervisors Report 30%**
3. **Profile of anorganisation/Industry 20%**

Deadline
End of April 2012

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Spreadsheet B20028

Module Title   **Spreadsheets Fetac Level 5**

Module code   **B20028**

Teachers's Name   **Bernadette Langford**

Course Duration   **September 2011-May 2012**

Summary of Module Contents

Learners who successfully complete this module will:
* Understand spreadsheets and their range of application
* Design spreadsheets for a range of tasks
* Create spreadsheets from design specification(s)
* Utilise a wide range of functions, including macros and other functions
* Create a spreadsheet, accordingand resourcefulness in responding to spreadsheet assignments
* To a given brief, under time constraints
* Demonstrate personal initiative and resourcefulness in responding to spreadsheet assignments.

This module is examined by
 Examination (Practical) 50%
 Project 50%

Project Deadline   End of Apr 2012   50%

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Practical Examination   End of Apr 2012   50 %

Information and Administration Level 5 B20144

	Value	Completion date
Project	30%	Mid-March
Skills Demonstration 1: filing assignment	6%	To be completed during class time
Skills Demonstration 2: document question	6%	To be completed during class time
Skills Demonstration 3: making out an itinerary	6%	To be completed during class time
Skills Demonstration 4: extracting information from the internet	6%	To be completed during class time
Skills Demonstration 5: Sending an email	6%	To be completed during class time

Skills demonstration must be completed during class time and handed up to the relevant subject teacher on completion

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WEB AUTHORING *(Level 5)*

This module is designed to give the learner the relevant skills to author webpages and to design, construct and maintain a Web pages and sites. Learners who successfully complete this module will be familiar with Hypertext Marking Language (HTML) tags and the use of HTML editors. Learners will acquire the necessary skills and knowledge of design principles for supporting the building, testing and refining of Web pages and sites.

Title: Web Authoring
Code: C20148
Level: 5

Units:

1. HTML
2. Using HTML Editors
3 Designing a Web Site

GERMAN   MODULE CODE E10107

COURSE: COMPUTERS & E-BUSINESS YR 1
Fetac Level: 4
Teacher: Ann O'Keeffe
2 Hrs. /Week
Elective Module

MODULE CONTENTS:

Interpersonal Communication
Travel & Accommodation
Food & Drink
Shopping & Making Purchases

ASSESSMENT BREAKDOWN:

Collection of Work:

3 Reading texts @ 10 marks each   30%
2 Written texts@ 5 marks each   10%

The above assessments will be carried out in class between Jan-March 12.

Examination:

Aural Examination: 5 Questions @ 6 marks each   30%
(Will hear each Q 3 times)

Aural will take place in March 12.

Skills Demonstration:

Oral skills assessed
2 parts to oral: interview (15 marks) and 2 role-play (15 marks)   30%

Orals will be held in March 12.

REQUIREMENTS FOR COURSE:

Folder for assessments
Audio tape (for oral)
English/German-German/English dictionary (pocket size will suffice)

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Database Methods B20112 Level 5

Tutor: Catherine Cooney

Class Group	1st Year Computers
Fetac Module Name	Database Methods
Module Status	Mandatory
Time	2 Hours per week
Assessment	Project - 50 % End of year exam – 50%
General Aims	***Learners who successfully complete this module will:*** **1** understand databases and their range of applications **2** use databases for a range of applications **3** create databases from design specification(s) **4** utilise a wide range of database functions in order to manipulate, interrogate and output information **5** create a database according to a given brief, under time Constraint **6** demonstrate personal initiative and resourcefulness in responding to database assignments.
Units:	Unit 1 Basic Database Concepts Unit 2 Database Design, Implementation and Organisation Unit 3 Additional Database Operations
Access to module content	www.fetac.ie modules/ Database
Presentation of work	Work must be presented in both hard copy and on cd. Students must keep a copy of projects and they will not be returned

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Information & Communication Systems B20145 Level 5

Teacher: Ger Brennan

Time allocated to this module: 2 Hours per week

This Module is: Mandatory

Module Description

This module has been designed to enable the learner to operate effectively within an IT environment. The focus is on acquiring the theoretical knowledge underlying data processing and on developing the practical skills required for information processing.

Module Content:

Unit 1	Information Processing
Unit 2	Processing Tools
Unit 3	Data Processing
Unit 4	Data Communications

Assessment Method	% of Total Marks	Deadline
Assignment	30%	Easter 2012
Skills Demonstration	30%	Easter 2012
Examination = 2 hrs (Theory Based)	40%	

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Text Production (Level 5) B20141

Tutor: G. Brennan

Time allocated to this module: 2 Hours per week

This Module is: Elective

Assessment:	Collection of Work	80%
	Skills Demonstration	20%

Deadline: 21st April 2012
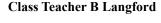
Course Outline

- Input Text
- Style and Layout
- Production of Documents
- Speed and Accuracy

The collection of work will consist of a number of assignments given to you by the tutor to demonstrate and provide evidence of a range of specific learning outcomes. Deadlines for individual assessments may be set in order to assist you to spread your workload evenly throughout the academic year. In all cases completed assignments must be submitted in hard copy and on disk file

Notes:

- Students should ensure that their project work is presented in a professional manner.
- All students must keep backup copies of their work

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The Internet (Level 5) C20168

Tutor: G. Brennan

Time allocated to this module: 2 Hours per week

This Module is: Mandatory (for e-business)

Assessment: Project   40%
                                                   Assignment   30%
                                                   Skills Demonstration   30%

Deadline: 21st April 2012

Course Outline

- History and Structure of the Internet
- Internet Connection
- World Wide Web and Search Engines
- Security and Confidentiality
- Electronic Mail
- Introduction to Web Publishing

The final submission of projects and Assignments must be submitted in both digital and hard copy.

Notes:

- Students should ensure that their project work is presented in a professional manner.
- All students must keep backup copies of their work

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