

# FÁS IT Skills Course

*Course for people with Disabilities*

**September 20th 2010 – September 16th 2011**

**Monday – Thursday (9.30 – 4.30) Friday (9.30 – 1.00)**

## Course Modules

- Equal Skills
- ECDL
- Desktop Publishing
- Accounting (Manual and Computerised/Sage)
- Payroll (Manual and Computerised/Sage)
- Fetac Level 3/5
- First Aid
- Manual Handling



## Additional Modules

- Career Development
- Personal Development
- Assertiveness
- Communication Skills
- Work Experience (6 weeks)



## Course Location

Co. Donegal VEC IT Training Centre  
Ard O'Donnell  
Letterkenny  
Co. Donegal  
Phone 074 9161560  
Fax 074 9161584  
itcentre@donegalvec.ie



## Contacts

Antoinette O'Keeney *(IT Training Manager)*  
Olive Daly *(IT Administrator)*  
Josephine Gallagher *(IT Tutor)*



Coliste Gairmoldachais Chontae Dhún na nGall  
County Donegal Vocational Education Committee

# FÁS CURSA SCIL IT

*Cúrsa do dhaoine le Míchumas*

20ú Méan Fómhar 2010 – 16ú Méan Fómhar 2011

De Luain – Diardaoin (9.30 – 4.30) De Haoine (9.30 – 1.00)

## Cursa Modúla

- Diongfháil Scil
- ECDL
- Deascbarr foilsíocht
- Cuntasóireacht (Lámhleabhar agus Ríomhairiú/Sage)
- Párolla (Lámhleabhar agus Ríomhairiú/Sage)
- FETAC Leibheil 3/5
- Garchabhair
- Láimhsiú Sábhailte



## Modúla Suimiú

- Forás Réim
- Forás Pearsanta
- Teanntásach
- Scil Teagmháil
- Cleachtadh Oibrí (6 seachtaine)



## Lathair an Chúrsa

Co. Dhún na nGall VEC Ionad Oilliú do

Theicneolaíocht na Faisnéise

Ard Uí Dhomhnaill

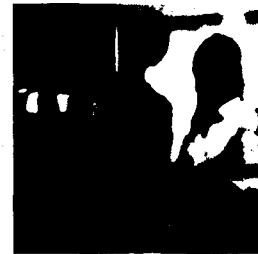
Leitir Ceanainn

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## Teagmháil

Antoinette O'Keeney

*(Mainséar Traenála IT)*

Olive O'Dalaigh

*(Reachtair IT)*

Seosaimhín Ní Ghallchóir *(T-eagascóir IT)*



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County Donegal Vocational Education Committee