



**BUSINESS & COMPUTER
TRAINING INSTITUTE**

PROSPECTUS 2012



**English
Courses**

**IT & Computing
Courses**

**Business & Management
Courses**



39 Parnell Square West, Dublin 1, Ireland

www.bct.ie

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**BUSINESS & COMPUTER
TRAINING INSTITUTE**

WELCOME

In this prospectus you'll find a guide to our courses and qualifications.

Five great reasons to study at BCT Institute in Dublin, Ireland?

1

YOU WILL BE STUDYING AT AN INSTITUTE WITH AN OUTSTANDING REPUTATION

- A truly international educational environment, with a fully packed curriculum.
- The highest academic standards in teaching and learning.
- Teamwork.
- Flexibility and Innovation.

2

BCT INSTITUTE OFFERS A TRULY GLOBAL EDUCATION

- As a BCT Institute student, you will join a diverse community of staff and students from all over the world.
- The Institute strongly encourages student and staff mobility and has student exchange links with partner institutions in different countries.
- BCT Institute is constantly promoting international exchange in order to develop and improve multicultural education.

3

PROFESSIONALLY ACCREDITED COURSES

Examples of some of the professional bodies associated with our courses are:

- The Further Education and Training Awards Council (FETAC).
European Computer Driver Licence (ECDL).
- LCCI International Qualifications - awarded by EDI.
- NCC Education - a global provider and awarding body of British education.
- ICM - Institute of Commercial Management.
- Red Hat Academy ■ Cisco ■ Microsoft ■ Oracle ■ CompTIA

4

WIDE RANGE OF FACILITIES AND STUDENT SUPPORT INFRASTRUCTURE

- All-round student service, including application of visa, insurance, medical counselor, student college apartment accommodation or host family accommodation, hotline for night time and weekend contact.
- Flexible admission dates, and study periods.
- Back-up college infrastructure and support facilities.
- Airport transport services.
- Small size classes for a more efficient learning experience.
- Student liason officer.

5

CITY CENTRE LOCATION AND TRANSPORT INFRASTRUCTURE SYSTEM

Situated in a dynamic hub of international business, with striking architecture and surrounded by bustling cafes, shops and restaurants. Located within a 2 minute walk from O'Connell Street, students are at the heart of Dublin city centre, with easy access to all the shopping, culture and nightlife you could wish for. Over 30 buses terminate near the college. For more information, visit: www.bct.ie or www.dublinbus.ie

Why study at BCT Institute?

Want to experience one of the world's unique destinations while studying at one of the best Irish institutions? Look no further than at BCT Institute in Dublin, Ireland.



BCT Institute was established in 1990 with a view to meeting the increasing demand for specialised training in the newer areas of Information Technology and Business Management. International accreditations allow BCT to offer recognised courses which lead to internationally recognised Certificates, Diplomas and Advanced Diplomas.

Our Accreditations



European Computer
Driving Licence Foundation

LCCI International
Qualifications from EDI



FETAC
Further Education and
Training Awards Council



Certified Public
Accountants



ACCREDITED
PARTNER



Microsoft

ORACLE

CompTIA

Our Institute

Welcome to Business & Computer Training Institute.



A bit of history

Since it first opened its doors in 1990, BCT Institute has dedicated itself to providing its students and graduates with the skills and knowledge that will allow them to meet the existing and emerging needs of the local and global economy.

BCT Institute is situated in Parnell Square, an important Georgian square sited at the northern end of O'Connell Street, west of Mountjoy Square in the city of Dublin, Ireland. In the heart of one of Dublin's international centres, the college is well served by shops and shopping malls, restaurants, cinemas and live music venues. The entire area where the college is situated is steeped in Dublin's historic past.

The Hugh Lane Gallery is on the north side of the square. On this side also is the Dublin Writers Museum and the Irish Writers' Centre. The James Joyce Centre is located nearby on North Great Georges Street, a street notably rich for its Georgian architecture as is the nearby historic Mountjoy Square.

Institute with an international focus

With its growing partnership and networking links throughout the world, BCT Institute is a hub of International learning with a global reputation for excellence and reliability. At BCT Institute we believe that 'variety is the spice of life' and with many recruitment agents located across the globe, BCT Institute has a large and varied student family.

Here at BCT we are passionate about helping our students reach their full potential and are committed to the continual development of our facilities and courses. We provide an open and progressive learning environment that enjoys interaction between students and staff in the evolution of BCT Institute. We invite you to come join us and we look forward to welcoming you in the near future.

Our Accommodation

We provide clean, pleasant, affordable and safe environment for all of our student.



Student Apartments

BCT Student Accommodation is a modern complex consisting of 2, & 3 bedroom Apartments, which have been designed and built specifically for Students attending the Business & Computer Training Institute. Students have the options of sharing or renting a full apartment.

The Apartments are located in the heart of Dublin and all are within 5 minutes walk of BCT Institute they are also conveniently located within 5 minutes walking distance of shops, bars, clubs, cinema, doctor & dentist surgery's, chemist & banks, etc.

The Bus Eireann Station is within 5 minutes walk from all our Accommodation's and this area is also the base for all private bus operators coming to and from all major towns in Ireland.

Each unit has been designed to the highest specification, and are fully fitted and furnished throughout and great thought has gone into every detail to cater for the student's every need and requirement.

There are also apartments within the complex, which are specially adapted for students with special needs.

We can help you find somewhere to live!!

One of the biggest problems for any student visiting Ireland for the first time is finding suitable accommodation.

At BCT we are here to help. We can discuss all available options with you prior to enrolment and we can even arrange accommodation for you:

- Hostel Host Family
- Home Stay
- Student Apartment Residence
- Hotel
- B&B (Bed and Breakfast)

Services & Facilities

International student services

One of BCT's greatest strengths is its comprehensive range of specialised support services which help all international students settle into Irish life without any difficulty.

We understand the difficulties international students might face in adjusting to a new culture and environment, whilst also trying to make friends and undertake studies. Our staff ensure you don't have to cope with this all on your own. Institute services include:

- Assistance with visa, health insurance and pre-departure information, including information on accommodation.
- Airport reception service.
- An International Orientation programme and a comprehensive BCT Welcome Pack guide.
- Staff who offer advice and support on personal, financial or cultural issues, transition to life in Ireland and study at BCT Institute.
- An after-hours free telephone hotline service to help students with anything they might be concerned about.
- Specialised information for sponsored students, Muslim students, and students with families.
- Social activities and programmes including day trips, a Weekend Break program and a Language and Cultural Exchange program (please note: these programmes vary depending on the time of year).

- Student liason officer on call to help and assist students with problems or requirements.

Our facilities

■ Computer Labs

BCT Institute provides computer labs that are fully equipped with the latest high tech equipment catering for Oracle, CompTia, Microsoft Linux Red Hat and many other programmes. Upon entry into the college students are supplied with their own personal username and password to use the BCT computer labs for work.

■ Kitchen

BCT Institute provides a number of areas for students to chat and eat their lunch. BCT is situated in a busy business district where there are numerous cafes, shops and restaurants close by.

■ Photocopying

Photocopying facilities are available to all students of the Institute at the reception desk.

■ Library

The Library strives to create an environment that supports all aspects of the curriculum of the Institute and empowers students in an information age. All registered students who have a current ID number are automatically members of the Library where they can avail of modern business books, journals, CD ROMs and other international publications.

A young man with dark hair, wearing a white polo shirt with dark horizontal stripes, is shown in profile, focused on writing on a document. He is holding a pen in his right hand. The entire image is overlaid with a semi-transparent blue filter. The text "BCT COURSES" is printed in white, bold, sans-serif font across the lower right portion of the image.

BCT COURSES

ENGLISH COURSES

FULL TIME COURSES

English Language is spoken in more countries today than any other language and for that reason it is known as the “International Language of the World”. It is important therefore for the students to get the very basics right in order to build a solid platform for future language development. The beginner English Language course at BCT is designed to give students that foundation and the confidence to use what they learn.

English for Business Beginner (LCCI-EDI)

Code: ENG_BEG **Duration:** 26 weeks

Awarding Body: **LCCI** International
Qualifications from EDI

Course Overview

This qualification is intended for candidates who have very little or no English Business vocabulary. It will allow them the opportunity to use the language they learn in a very basic and elementary way. The course consists of reading and writing key foundation words while also giving the students the opportunity of speaking and listening.

Course Aims

- Students will be able to use basic greetings and introductions.
- Use English phrases for use in shops, hotels, bars and restaurants.
- Be able to use basic English for travelling around a city or town.
- Students will get their first introduction to Grammar, which will help to build up their confidence in speaking English in everyday situations.
- Understand and use more common phrases describing business, family and nationality.
- Be able to write a short postcard.
- Be able to fill in a simple form with personal details.



English for Business Preliminary (LCCI-EDI)

Code: ENG_PRL Duration: 26 weeks

Awarding Body: **LCCI** International
Qualifications from EDI

Course Overview

This qualification is intended for candidates who have achieved a fundamental understanding of English in a business context and who have the ability to use the language in a practical way at a very basic level. The qualification consists of a mandatory reading and writing exam and optional speaking and listening exams.

Course Aims

- To enable students to develop their basic linguistic ability, in a predictable business English context.
- Identify basic data, facts and instructions.
- Produce basic, formulaic text.
- Listen and understand short, basic, business-related English conversations and announcements.
- Understand basic, spoken and recorded business English.
- Participate in short conversations in routine contexts.

English for Business Level 1 (LCCI -EDI)

Code: ENG_1 Duration: 26 weeks

Awarding Body: **LCCI** International
Qualifications from EDI

Course Overview

For candidates who have achieved a basic understanding of English in a business context, and who have the ability to use the language at a basic functional level. A mandatory reading and writing exam applies, with optional speaking and listening examinations.

Course Aims

- Develop the ability to: read / understand basic business English texts.
- Write basic English for simple business communications.
- Understand simple spoken and recorded business English.
- Participate in short conversations.

English for Business Level 2 (LCCI-EDI)

Code: ENG_2 Duration: 26 weeks

Awarding Body: **LCCI** International Qualifications from EDI

Course Overview

For candidates with a sound understanding of English in a business context, who can communicate well in a familiar business situation with minimal help or supervision. A mandatory reading and writing exam applies, with optional speaking and listening exams.

Course Aims

- Develop the ability to: write appropriate and accurate English.
- Understand and write current and common business English.
- Use tone, form, content, layout and composition.
- Understand spoken and recorded Business English and conversations.

English for Business Level 3 (LCCI -EDI)

Code: ENG_3 Duration: 26 weeks

Awarding Body: **LCCI** International Qualifications from EDI

Course Overview

For candidates with a sound understanding of English in a business context. This course level is equivalent to the Council of Europe B1 (Threshold). A mandatory reading and writing exam applies, with optional speaking and listening exams.

Course Aims

- Develop the ability to: understand and write English for many business contexts.
- Produce formats and styles for various audiences and purposes.
- Understand spoken and recorded Business English at the defined level.
- Participate in conversations and discussions
- Do oral presentations on business topics.

English for Business Level 4 (LCCI-EDI)

Code: ENG_4 Duration: 26 weeks

Awarding Body: **LCCI** International Qualifications from EDI

Course Overview

For candidates to help to create extremely good impressions of their language skills at an advanced level, without close scrutiny. A mandatory reading and writing exam applies, with optional speaking and listening exams.

Course Aims

- Develop the ability to: understand authentic business text.
- Write English for business context.
- Listen / understand short talks, news bulletins, conversations and announcements.
- Give clear, detailed oral descriptions and presentations on complex subjects.

ENGLISH COURSES

PART TIME COURSES

BUSINESS ENGLISH

Business English

Code: BUS-1 **Duration:** 12 Weeks

Awarding Body:  Parnell Language Academy

Hours: 15 Lessons per week (15 Hours)

Level: Intermediate upwards

Class Size: Maximum 15 people

Course Overview

The Business English course (BUS-1) has been designed for business professionals who need to develop appropriate language skills for different business situations.

This business English course can be designed to meet your needs and requirements. We also offer specialised language expertise in the fields of Banking, Management, Law, Medicine, Travel, Tourism, Marketing, Aviation and Engineering as well as other professional areas.

Intensive Business English

Code: BUS-2 **Duration:** 4 Weeks

Awarding Body:  Parnell Language Academy

Hours: 20 Lessons per week (20 Hours)

Level: Intermediate upwards

Class Size: Maximum 15 people

Course Overview

This business language course focuses on language development in order to enhance your ability to use key business terms, and to choose the right register and idiom in business dealings, whether written or spoken.

General Business English

Code: BUS-3 **Duration:** 12 Weeks

Awarding Body:  Parnell Language Academy

Hours: 20 Lessons per week (20 Hours)

Level: Low Intermediate

Class Size: Maximum 15 people

Course Overview

This general business English course is provided for students wishing to transfer into a third-level business programme but need a higher level of English in order to gain entry. These classes are specifically geared towards students with IELTS levels of 4.0% and who now need to advance to a higher level in order to gain entry to the business programme they have chosen.

ENGLISH COURSES

SUMMER COURSES & YEAR'ROUND GROUP PROGRAMMES

Short Summer English Language Course

Code: ELC-5 **Duration:** 2-4 Weeks

Awarding Body:  Parnell
Language
Academy

Hours: 15 Lessons per week (15 Hours)

Level: Elementary upwards

Class Size: Maximum 15 people

Course Overview

This short course is primarily designed to help students with their communication skills, so its focus is on listening and especially speaking, both in the classroom and through a wide range of activities which make up our Social Programme. Students of different ages will have a rewarding experience and study hard but will also experience the cultural side of the city of Dublin.

Junior Summer English Language Programmes

Code: ELC-9 **Duration:** 2-6 Weeks

Awarding Body:  Parnell
Language
Academy

Course Overview

The Parnell Language Academy offers excellent tailor made quality Junior English Language Programmes for students from Europe with excellent host family accommodation on all the major transport routes to the college. Classes will run from Monday to Friday with three hours of English classes per day. Our English classes are taught by qualified, native English speakers and structured around language exercises and conversational activities and aimed at increasing student fluency and class participation with the added elements of fun and enjoyment. Afternoon activities revolve around cultural and sporting programmes. A day Excursion and bus trip takes place once a week normally on the Saturday. This programme is specifically for students aged between 12 years and 16 years and is run from May to August.



Year-round English Language Programmes for Groups

Code: ELC-9 **Duration:** Time vary

Awarding Body:



Parnell
Language
Academy

Course Overview

The Parnell Language Academy offers tailor made all year round English language programmes for student groups designed to meet their specific needs and wants and for some students to prepare them for language examinations. Students will attend 4 hours of English classes every morning Monday to Friday, which can be then followed by a full sports and cultural programme.

Students can also to take part in the cultural, social and historical aspects of Irish Life during these programmes. These programmes also offer a weekend Excursion option which takes place on a Saturday of each week. These programme also offer the students the option of an evening social programme with full college supervision.



I'm an English student at **BCT Institute**, since the first day i made friends from different countries. The teachers are Great! and BCT staff is so helpful.

Dublin is a great choice to study and practice english, there a lot of places to go out and be amazed by Irish culture.

Anna Casto
Italy

ENGLISH COURSES

GENERAL ENGLISH

English for Exam Preparation – IELTS

Code: ELC-1 **Duration:** 12 Weeks
4 courses per year

Awarding Body:  Parnell Language Academy

Hours: 15 Lessons per week (15 Hours)
Level: Intermediate upward
Class Size: Maximum 15 people

Course Overview

This is an intensive course designed to enable students to pass their IELTS exam and allow them to move into a third-level program. IELTS is the International English Language Testing System which is internationally recognised as the exam for English language assessment in universities and higher education institutions in English speaking college's world wide. It measures competence in English across all four language skills of listening, writing, reading and speaking. Our teaching methods on this course help all students to develop the academic study skills necessary to achieve success in this exam.

Intensive English Speaking

Code: ELC-2 **Duration:** 8 Weeks

Awarding Body:  Parnell Language Academy

Hours: 15 Lessons per week (15 Hours)
Level: Intermediate upwards
Class Size: Maximum 15 people

Course Overview

This is an intensive program designed to enhance conversation and pronunciation skills in both formal and informal situations. This course combines language skills targeted at improving speaking, writing, reading and listening.

Standard English Language Course

Code: ELC-3 **Duration:** 4 Weeks

Awarding Body:  Parnell Language Academy

Hours: 15 Lessons per week (15 Hours)
Level: Elementary upwards
Class Size: Maximum 15 people

Course Overview

This course places strong emphasis on the spoken words. This course prepares students to be able to function in wide ranging practical situations. Listening and speaking practice will be intensive as we build up the fluency and vocabulary of the student. Work on reading and writing skills will be tailored to the varying needs of each individual student.

General English Language Course

Code: ELC-4 **Duration:** 12 Weeks

Awarding Body:  Parnell Language Academy

Hours: 15 Lessons per week (15 Hours)

Level: Elementary upwards

Class Size: Maximum 15 people

Course Overview

This is a very comprehensive language course. It is arranged to give equal emphasis to the four disciplines of reading, writing, speaking and listening. Our approach is both functional (using the appropriate language to convey meaning in specific situations) and structural (explaining how the language works). Our attention is given to learning English for use in wide ranging practical situations.

One to One English Language Course / 4-6 Weeks

Code: ELC-5 **Duration:** 4-6 Weeks

Awarding Body:  Parnell Language Academy

Hours: 15 Lessons per week (15 Hours)

Level: Elementary upwards

Class Size: Maximum 15 people

Course Overview

This intensive course is suitable for highly motivated learners who are prepared to work hard and who have a high degree of awareness of their area of linguistic weakness. They are especially suited to students who have a personal, professional or academic interest in a particular subject area. We can also customize the course round any specific requirement of the student.

Standard English Language Course II

Code: ELC-7 **Duration:** 12 Weeks

Awarding Body:  Parnell Language Academy

Hours: 20 Lessons per week (20 Hours)

Level: Elementary upwards

Class Size: Maximum 15 people

Course Overview

This is an intensive 4 week 20 hours per week programme and is designed for specific dedicated students who need to upgrade their language ability as quickly as possible and emphasizes is put on the study work and high-level class participation.



BCT Institute is a professional school where I've been improving my English. Being surrounded by people of different nationalities has facilitated my learning. Also the teachers are competent and highly qualified.

Alexandre Belmonte
Brazil

IT & COMPUTING

FULL TIME COURSES

Certificate in Information Technology Level 5

Code: CITXX Awarding Body:



Duration: 1 Year Full time

Course Overview

The Certificate in Information Technology provides the student with an introduction to the various elements of Information Technology. The programme is designed to provide the learner with a variety of modules allowing the learner develop specific skills in the various disciplines within information technology.

Core Modules

- Computer Architecture and Systems
- Computer Programming
- Communications
- Work Experience

Elective Modules *(choice of 4)

- Database Methods
- Mathematics for Computing
- Safety and Health at Work
- Communications
- Personal Effectiveness in the Workplace
- Computer Aided Draughting (2D)
- Desktop Publishing
- Electronics

- Spreadsheets Methods
- The Internet
- Information & Communication Systems
- Web Authoring
- Word Processing

* Elective modules are subject to demand.

Entry Requirements

Course entry into this FETAC course will be considered on a number of criteria – FETAC Level 4 Certification- Irish Leaving Certification or International High school Certification or on current business status or business responsibilities. All potential students intending to enter this course will undergo an interview process with the course Director who will have the final decision on the eligibility of the student to undertake this course.

International Certificate in Computer Studies

Code: ICCS

Awarding Body:



Duration: 1 Year

Course Overview

If you are seeking an introduction to equip yourself with the necessary skills for further study, then this programme is for you.

- Improve your study skills for higher education.



- Learn how to make effective use of study skills to support your studies through library research, creating essays and making presentations.
- Become more employable by learning effective and practical IT Skills.
- Learn how to create a variety of documents including spreadsheets, graphs, reports and presentations that are required in the workplace.
- Gain an introduction to mathematical concepts and techniques.
- Confidently learn how to apply the basic fundamentals of mathematics to real life problems.
- Understand IT environment
- Gain a variety of new skills from identifying components of a computer system to constructing a computer program.

Core Modules

- Study and Communication Skills
- Mathematical Techniques
- IT Skills
- Introduction to Computing
- Programming

Entry Requirements

You must be able to demonstrate that you have previously studied English at secondary school level and must obtain the required minimum standard in the NCC Education Higher English Placement Test - HEPT (please contact your Centre for further information). Alternatively you must have a valid score of 5.5 or above in the International English Language Testing System (IELTS).

International Diploma in Computer Studies

Code: IDCS

Awarding Body:



Duration: 2 Years

Course Overview

- Knowledge and understanding of the established principles of computer systems and of the way in which these principles have developed.
- Knowledge and understanding of the use of computer systems to solve business and organisational problems.
- The ability to contribute to the implementation of such systems. Also to operate such systems and consider the needs of the users.

- Awareness and understanding of the wider issues concerning the use of computer systems in society at large.
- Knowledge and understanding of a well developed set of problem-solving and analytical skills which can be applied to the development of computing solutions.
- The ability to effectively communicate and present ideas and describe systems in both written and oral forms.
- A sense of responsibility to users and fellow practitioners in computing.

Core Modules

- Computer Technology
- Networking
- Systems Development
- Programming Methods
- Fundamentals of Hardware & Operating Systems
- Business Communication

Entry Requirements

The minimum age for registration for this programme is 17. Students who wish to partake in IDCS should have either an ICCS or IFY qualification. Alternatively students who have attained local or international qualifications deemed to be the equivalent to either ICCS or IFY, and which are deemed acceptable to the NCC Education Academic Board can participate in IDCS. Students should have at least one A level pass or appropriate School Leaver's Certificate. Vocational experience which is deemed suitable by NCC Education is also acceptable. Students should also have O Level/GCSE/iGCSE English and Maths or equivalent. IELTS score of 5.0 is required.

International Advanced Diploma in Computer Studies

Code: IADCS

Awarding Body:



Duration: 2 Years

Course Overview

- Knowledge and understanding of the established principles of computer systems development and management, and of the way in which these principles have developed.
- The ability to apply their skills and aptitudes to the analysis, design, implementation and management of computer systems, to solve business and organisational problems.
- The ability to contribute to the implementation of such systems within an agreed time-scale and within agreed cost estimates.
- The ability to manage the operation of such systems and the needs of the user community.
- Knowledge and understanding of a well developed set of problem-solving and analytical skills which can be applied in the pursuit of a wide range of occupations, and in further study.
- The ability to effectively communicate and present ideas and describe and evaluate systems in both written and oral forms.

Core Modules

- Systems Analysis & Design
- Enterprise Networking
- Database Design & Development
- Practical Project

Elective Modules

- Advanced Visual Basic
- Internet Systems Administration
- Business Management

IT & COMPUTING

PROFESSIONAL EVENING COURSES

Cloud Computing Certification

Code: CLOUD Duration: 12 Weeks

Awarding Body:



BUSINESS & COMPUTER
TRAINING INSTITUTE

Course Overview

If clouds aren't part of your computing strategy, you may be missing the most significant shift in IT since the advent of client-server computing. Clouds combine virtualization, commodity-based computing, automation, and always on computing. The result is fast, flexible computing platforms that can tackle business challenges that were previously difficult to manage.

On the other hand, clouds pose new risks. CIOs have to cope with IT sprawl, rogue applications, compliance issues, and unpredictable cost models. The Cloud Computing Certification Program tackles these issues head-on, bringing together knowledge and experiences from vendors, analysts, and end users.

European Computer Driving Licence

Code: ELC-2 Duration: 8 Weeks

Awarding Body:



European Computer
Driving Licence Foundation

Course Overview

ECDL / ICDL programmes are for anyone who wishes to become fully competent in the use of a computer and common applications. Each ECDL / ICDL module provides a practical programme of up-to-date skills and knowledge areas which are validated by a test.

ECDL / ICDL certification programmes consist of modules which define the skills and competencies necessary to be a proficient user of a computer and common computer applications. Each ECDL / ICDL module provides a practical programme of up-to-date skills and knowledge areas which are validated by a test. Currently, there are 13 ECDL / ICDL modules in total. Modules 8-13 are not available in all countries.

ECDL / ICDL* Certification: ECDL / ICDL is the international standard in end-user computer skills. Our collective experience in implementing certification programmes across education systems and government administrations has demonstrated that for a recommended level of ICT competence to be achieved which would enable effective employability, a certification of a minimum of seven ECDL / ICDL modules is appropriate.*ECDL (European Computer Driving Licence) is known as ICDL (International Computer Driving Licence) outside of Europe.

Advanced European Computer Driving Licence

Code: AECDL **Duration:** 8 Weeks

Awarding Body:



European Computer Driving Licence Foundation

Course Overview

ECDL / ICDL Advanced Programmes are high-level certification programmes made up of modules for those who have successfully reached ECDL / ICDL skills levels and wish to further enhance their expertise in any one, or all, of four commonly-used computer application types: word processing, spreadsheets, databases, and presentations.

What are ECDL / ICDL Advanced Certification Programmes?

The ECDL / ICDL Advanced modules give candidates the opportunity to be certified at an 'expert level' in the use of the specific application type, acquiring skills sets over and above the routine features of the software. Prospective candidates should ideally have the ECDL / ICDL certification and/or previous experience using computers and common software applications.

Each ECDL / ICDL Advanced module is a stand-alone certification. An ECDL / ICDL Advanced certificate (e.g. ECDL Advanced Word Processing) is awarded to candidates who pass each specific module test.

Each module typically requires 30 hours of training prior to testing, although candidates may forego training if they wish, assuming they already have advanced level skills. Each module is assessed by a one hour test.

CCNA - Cisco Certified Network Associate

Code: CCNA **Duration:** 10 Weeks

Awarding Body:



Course Overview

Cisco Certified Network Associate (CCNA®) validates the ability to install, configure, operate, and troubleshoot medium-size route and switched networks, including implementation and verification of connections to remote sites in a WAN.

CCNA curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance based skills.

This new curriculum also includes (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs).

CCNP- Cisco Certified Network Professional

Code: CCNP **Duration:** 10 Weeks

Awarding Body:



Course Overview

Cisco Certified Network Professional (CCNP®) validates the ability to plan, implement, verify and troubleshoot local and wide-area enterprise networks and work collaboratively with specialists on advanced security, voice, wireless and video solutions.

The CCNP certification is appropriate for those with at least one year of networking experience who are ready to advance their skills and work independently on complex network solutions.

Those who achieve CCNP have demonstrated the skills required in enterprise roles such as network technician, support engineer, systems engineer or network engineer.

Oracle Database 11g Database Fundamentals

Code: ORACLEFun **Duration:** 7 Weeks
2 nights per week

Awarding Body: **ORACLE®**

Course Overview

Cisco Certified Network Associate (CCNA®) validates the ability to install, configure, operate, and troubleshoot medium-size route and switched networks, including implementation and verification of connections to remote sites in a WAN.

CCNA curriculum includes basic mitigation of security threats, introduction to wireless networking concepts and terminology, and performance-based skills.

This new curriculum also includes (but is not limited to) the use of these protocols: IP, Enhanced Interior Gateway Routing Protocol (EIGRP), Serial Line Interface Protocol Frame Relay, Routing Information Protocol Version 2 (RIPv2), VLANs, Ethernet, access control lists (ACLs).

Students learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with structured hands-on practices.

Oracle Database 11g Database Administration

Code: ORACLEAdmin **Duration:** 10 Weeks
2 nights per week

Awarding Body: **ORACLE®**

Course Overview

This course is designed to give students a firm foundation in basic administration of Oracle Database 11g.

In this class, students learn how to install and maintain Oracle Database 11g.

Students gain a conceptual understanding of the Oracle database architecture and how its components work and interact with one another.

Students learn how to create an operational database and properly manage the various structures in an effective and efficient manner including performance monitoring, database security, user management, and backup/recovery techniques. The lesson topics are reinforced with structured hands-on practices.

Microsoft Certified Technology Specialist (MCTS)

Code: MCTS **Duration:** 6 Weeks

Awarding Body: **Microsoft®**

Course Overview

The Microsoft Certified Technology Specialist (MCTS) certifications are designed to help validate your skills on the features and functionality of Microsoft technologies. You can show your depth of knowledge in one specific technology, earn multiple MCTS certifications to show breadth across different products, or build on the MCTS to earn a Microsoft Certified IT Professional (MCITP) certification.

Microsoft Certified IT Professional (MCITP)

Code: MCITP **Duration:** 38 Weeks

Awarding Body: 

Demonstrate your range of expertise, real world skills, and mastery of Microsoft technologies by earning a Microsoft Certified IT Professional (MCITP) certification.

Course Overview

The Microsoft Certified IT Professional (MCITP) certification helps validate that an individual has the comprehensive set of skills necessary to perform a particular job role, such as database administrator or enterprise messaging administrator. MCITP certifications build on the technical proficiency measured in the Microsoft Certified Technology Specialist (MCTS) certifications. Therefore, you will earn one or more MCTS certifications on your way to earning an MCITP certification.

Red Hat Linux Computing Essentials

Code: RH030 **Duration:** 12 Weeks

Awarding Body: 

You will learn to be effective user of Linux systems, acquiring skills and understanding of command line functions, file systems, users and groups, bash shell, process management, text editors, network applications, searching and organizing data, and graphical applications.

This Linux training course also helps prepare course participants for the Red Hat Certified System Administration (RHCSA) and Red Hat Certified Engineer (RHCE) exams, and serves as a prerequisite for the next course, Red Hat Linux System Administration.

Red Hat Linux Core System Administration

Code: RH130 **Duration:** 12 Weeks (Intensive)

Awarding Body: 

You will be able to start building skills in systems administration on Red Hat Linux to a level where you can attach and configure a workstation on an existing network. Students will learn to be effective administrators of Linux systems, mastering tasks such as hardware and device configuration, file system management, user administration, network configurations, kernel services, attaching new Linux systems to a corporate network, configuring the new systems for end-users, and troubleshooting.

Building on the foundation of command line skills learned in System Administration I, this course is for full-time enterprise Linux system administrators who are also interested in becoming accredited with the RHCSA certification. Students will learn to administer and troubleshoot file systems and partitioning, logical volume management, access control, package management.

Red Hat Linux Network Applications

Code: RHA230 **Duration:** 12 weeks (intensive)

Awarding Body: 

Students learn how to deploy and administer the core networking services which have made Red Hat Enterprise Linux popular, including the Apache Web Server, the Samba File Server, BIND Domain Name Service, the Sendmail Mail Transport Agent, the Network File System (NFS), and more.

Red Hat Linux Security Administration

Code: RHA250 Duration: 12 Weeks (Intensive)

Awarding Body:  redhat.
L I N U X

Students will learn how to implement and administer basic security policies relating to user authentication (including PAM and NIS) and securing network applications using application level access control and kernel level firewalling (ipchains). Students additionally learn skills in administering SELinux, system monitoring, and implementing common encryption protocols (including public key infrastructures).

CompTIA A+

Code: CA+ Duration: 12 Weeks

Awarding Body:  CompTIA.

If you want to learn how to build your PC from scratch, troubleshoot it and become a certified Technician, CompTIA A+ confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance and basic networking.

CompTIA A+ Essentials

- The hardware components in a modern computer system.
- Operating systems, how to use and configure the Microsoft family of operating systems.
- How computer networks operate, the different designs and protocols in use. Cabling systems, safety and professional practices for IT technicians.

CompTIA NETWORK+

Code: CN+ Duration: 6 Weeks

Awarding Body:  CompTIA.

This course is designed to provide you with the skills needed to install, manage, maintain and trouble shoot a corporate network. CompTIA Network+ is an internationally recognised, vendor neutral certification that proves a technician's competency in performing all of these areas of skill. Microsoft, Novell, Cisco and HP all recognise CompTIA Network+ as part of their certification tracks.

Some of the areas of focus on this course are:

- Network concepts and architectures.
- Wired and wireless network connections.
- Local area networks and network devices. TCP/IP and DHCP.
- Security threats and security practices, network access control, monitoring. Trouble shooting, optimising, diagnosing and preventative maintenance.

Excel Advanced

Code: ExcelEX Duration: 1 day - 7 hours

Awarding Body:  CompTIA.

This course aims to give experienced users of Excel knowledge of some of the advanced commands and functions and how to apply them to solving their own business problems.

Workshop based, this course can be customised to provide participants with an opportunity to explore individual interests within the framework of a structured course.

The ECDL Advanced Spreadsheets syllabus requires a candidate to learn how to use spreadsheet applications to produce advanced spreadsheet outputs.

The module covers: Editing and enhancing numeric, text and graphical data. Sorting, querying and linking data. Advanced formatting and presentation operations.

BUSINESS & MANAGEMENT

FULL TIME COURSES

BCT Institute offers a range of Business and Management Qualifications including degrees, diplomas and certificates.

Our business and management courses provide cost-effective training that fits around your working day.



I'm student in Business and Management. I really like the atmosphere in **BCT Institute**, people are so nice and the courses are interesting.

Moreover, I'm enjoying my life in Dublin, people are friendly and the city is very nice to live.

Fanny Lejeune
France

Certificate in Business Studies - Level 5

Code: BBSXX **Awarding Body:**



Duration: 1 Year

Course Overview

BCT Institute is registered with FETAC to offer programmes leading to FETAC awards in the National Framework of Qualifications.

The Certificate in Business Studies is designed to provide the learner with knowledge and practical skills in relation to running a business. The variety of modules allow the learner choose a particular area of business to specialise in and/or allow the learner to identify a particular area of business in which they would like to continue their studies.

ICM Certificate in Travel and Tourism

Code: ICM_T&T **Awarding Body:**



Duration: 1 Year

Course Overview

The programmes meet the needs of those who wish to work for Travel Agents, Travel Shops, Tour Operators, Tourism Authorities, Tourist Information Centres, Car Hire Operators, Hotel Groups and other tourism related commercial operations.



Course Structure

- Characteristics of World Destinations
- Fundamentals of the Hotel & Catering Industry
- Numeracy & Statistics
- Retail Travel Operations
- Structure of Travel & Tourism

The programmes meet the needs of those who wish to work for Travel Agents, Travel Shops, Tour Operators, Tourism Authorities, Tourist Information Centres, Car Hire Operators, Hotel Groups and other tourism related commercial operations.

ICM Diploma / Advanced Diploma Tourism & Business Studies

Code: Adv_T&B Awarding Body:



Duration:

ICM Advance Diploma Tourism & Business **1 Year**
ICM Advanced Diploma Tourism & Business **2 Years**

Course Overview

The ICM programmes in Tourism & Business Studies have been designed to provide participants with an understanding of the global structure of the industry and its component parts, and the business skills which are necessary for sustainable tourism development.

In order to enhance employment prospects the programmes incorporate relevant business studies subjects in order to ensure that participants understand the structure of business and business systems.

ICM Diploma in Business Studies

Code: ICMBS Awarding Body:



Duration: 2 Years

Course Overview

Covering all the major business studies areas and topics, the ICM Diploma in Business Studies programme has, over a fifteen year period, achieved international recognition and is now undertaken by students in over 100 countries.

The structure of the course ensures that students have the widest possible range of career, employment and higher education options open to them on completion of their studies.

The programme is also suitable for working supervisors and managers who require a recognised business qualifications for career advancement or promotion purposes.

ICM Advanced Diploma in Business Studies

Code: ICMABS Awarding Body:



Duration: 2 Years



Course Overview

- Increase their employment opportunities.
- Prepare them for eventual supervisory and management careers in industry and commerce.
- Provide them with a qualification which will enable them to progress to higher level general management or specialised business programmes at a later stage in their business or academic careers.
The programme is also suitable for working supervisors and managers who require a recognised business qualifications for career advancement or promotion purposes.

ICM Diploma/Advanced Diploma in Human Resource Development

Code: ICMHR Awarding Body:



Duration: 2 Years



Course Overview

- Understand and apply human resource theory in the working environment
- Understand the importance of human resource development to the success of a business
- To make a positive contribution to the work of a human resource management department.
- To increase and enhance employment opportunities within the human resource development industry poses.

ICM Management Studies Graduate Diploma

Code: ICMMGD Awarding Body:



Duration: 2 Years



Course Overview

- This programme is designed to provide senior supervisors, managers and advanced level business students with a post-graduate/post experience level management qualification for career development purposes.
- It is also suitable for holders of degrees in non-business and management disciplines who require a high-level management qualification.
- Increasing competition between national and international companies calls for a greater degree of ability and professionalism on the part of all managers. This advanced level management programme is regularly selected by employers seeking a suitable programme of study for their middle and line managers.
- The structure of the programme ensures that participants are able to develop both academic knowledge and practical management skills. The qualification also gives entry to a range of other post graduate programmes.



**BUSINESS COMPUTER
 TRAINING INSTITUTE**

APPLICATION FORM

FOR OFFICE USE ONLY	
Student ID: _____	Admission Date: _____
Interview Date: _____	Interviewed By: _____
VISA Start: _____	VISA End: _____
Course Start: _____	Course End: _____
Study Start: _____	Study End: _____
Receipt No: _____	GNIB No: _____

ATTACH PHOTOGRAPH HERE

Please use block capitals when filling out this form. Incomplete applications will not be accepted.
 If you are applying for more than one course, please use a separate form for each application.

COURSE TITLE: _____

PPS No: _____

Passport No: _____

Name: _____

Sex: M: F:

Address: _____

Nationality: _____

Date of Birth: _____

Post Code _____

Tel No: _____

Email Address: _____

Mobile No: _____

EDUCATION:

Last school attended: _____

From: _____ To: _____

School Address: _____

Tel No: _____

Last Examination Taken (Junior Cert, Leaving Cert, Other)

State year you sat / will sit this

Examination: _____

examination: _____

QUALIFICATIONS:

TITLE OF QUALIFICATION	COLLEGE / UNIVERSITY ATTENDED	YEAR GRADUATED

WORK EXPERIENCE:

JOB TITLE	FR ⁰ M / TO	DUTIES

Learning Difficulties / Disability:

Do you have a learning difficulty? Yes No

If yes please state: _____

Do you have a disability or medical condition?

If yes please state: _____

Request for Additional Services

Accommodation: Host Family Student Apartment Duration (weeks)

Airport pickup

Medical insurance

Have you ever been refused a visa, refused entry to, deported from, or otherwise required to leave any country? Yes No

If "Yes", please specify: _____

Have you ever had any criminal convictions? Yes No

If "Yes", please specify: _____

All details will be treated confidentially

Please note that tuition fees are non-refundable

I certify that all information on this application is correct

Name: _____ [PLEASE USE BLOCK CAPITALS]

Signature: _____

Please return in an envelope to :

Business Computer Training Institute - 39 Parnell Square West, Dublin 1 , Ireland

Or by email to :

info@bct.ie



**BUSINESS & COMPUTER
TRAINING INSTITUTE**

**39 Parnell Square West, Dublin 1, Ireland
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