

Business & Computers

COURSE DESCRIPTION

A one-year course designed to give students a solid foundation in the skills required for further education and a career in business.

ENTRY REQUIREMENTS

Five passes in Leaving Cert. or Leaving Cert Applied, or equivalent.

Mature students are most welcome to apply.

Interview by course staff and course co-ordinators.

COURSE CONTENT

Accounting Manual and Computerised
Book-keeping Manual and Computerised
Database Methods
Spreadsheet Methods
Word Processing

Communications

Work Experience

One other General Module

WORK EXPERIENCE

Work experience is provided as an integral part of the course in business establishments in the areas of Computers, Accounting and General Clerical work.

CERTIFICATION

Students are prepared for FETAC Level 5 Award- BBSXX Business Studies.