



BUSINESS COURSES 2016 -2017

Level 5 Business Studies

QQI Level 5 - 5M2102

This course provides a general education in the Business Studies area, together with a specialised knowledge of Finance and IT applications.

Specific Entry Requirements

Leaving Certificate or Leaving Certificate Applied
Exemptions granted to mature applicants
Entry may be subject to interview

Course Duration

This is a one year course running from September to May timetabled over 3 or 4 days dependent on student choices.

Course Content

All students must choose a minimum of 2 from: accounting & book keeping and marketing practice and then choose a minimum of 3 from word processing, spreadsheet methods, desk top publishing, database methods, customer service and payroll. All students study communications and work experience. A total of 8 subjects must be chosen.

Certification

QQI Level 5 Award in Business Studies
Microsoft Office Specialist (MOS) Expert or Master Level (optional, registration/exam fees payable)

Career Opportunities/Progression

Successful candidates may pursue careers at Clerical/Administration levels in Finance or Marketing Departments of medium/large sized organisations or eligible graduates may progress to QQI Level 6



Level 6 Business Administration

QQI Level 6 - 6M5013

This advanced; 1 year programme has been developed to enable the learner to acquire the required knowledge, skill and competence to work independently or in a supervisory capacity in an administrative role in the private, public or voluntary sector and or to progress to higher education or training.

Learners who successfully complete the programme will develop their knowledge and understanding of the IT management process and acquire the skills necessary to function as productive users of computer systems.

Entry Requirements

QQI Level 5 Business Studies or Office Administration or Equivalent award in Business Studies/Computer Applications or Significant occupational experience and recommendation

Course Duration

This is a one year course running from September to May timetabled over 3 days.

Course Content

All students study administration practice, work experience and communications, word processing, spreadsheet methods, customer service, book keeping and payroll

Certification

QQI Level 6 Award in administration
Microsoft Office Specialist (MOS) Expert or Master Level (optional, registration/exam fees payable)

Career Opportunities/Progression

It is envisaged that successful Award holders will acquire positions in a modern office e.g. public and private sector positions in clerical, administrative, legal, accounts, data processing, health services, banking, insurance etc.

