

ACCOUNTS & OFFICE SKILLS

BBSXX

(Subject to Approval)



Entry Requirements

- Leaving Certificate with a minimum of 5 passes/Leaving Certificate Applied.
- For mature students, entry will be based on interview/assessment.

Course Description

One year full-time course designed for students with an interest in working the areas of accounts and payroll. The course affords students the opportunity to develop practical accounting and administration skills.

Certification

FETAC National Vocational Certificate Level 5 (BBSXX)

Work Experience

Work Experience is an integral part of this course. Students must obtain two weeks work experience in a local office environment. The period of work experience will be specified by the college.

Course Content

- Book-keeping
Manual and Computerised
(Sage Line 50)
- Payroll
Manual and Computerised
(Quickpay)
- Spreadsheet Methods
(MSExcel)
- Word Processing (MS Word)
- IT Skills
- Computer Applications
- Information & Administration
- Communications
- Work Experience

Career Options

Students obtaining certification in this course may progress to selected courses in third level colleges under the Higher Education Links Scheme. Other options include entering direct employment in areas such as:

- Accounts
- Payroll
- Administration
- Auctioneering
- Government Agencies
- Financial Institutions

The College's Career Guidance Counsellor is available throughout the year by appointment to discuss and advise.

For further information contact

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