

BUSINESS STUDIES

BBSXX



skills for life

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 intensive course with students acquiring a high level of proficiency in practical, personal and inter-personal skills required to work in the business environment.

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

- Word Processing (MS Word)
- Spreadsheet Methods (MS Excel)
- Database Methods (MS Access)
- Book-keeping
Manual and Computerised (Sage Line 50)
- Payroll
Manual and Computerised (Quickpay)
- Text Production
Keyboarding and Document Production
- 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 as trainees in the following areas:

- Accounts
- Payroll
- Administration
- Auctioneering
- Solicitors
- Personal Assistant
- 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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