

COMPUTER APPLICATIONS IN BUSINESS

BIPXX



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 designed to equip students with a wide range of skills necessary for a career in a commercial or business computer environment.

Certification

FETAC National Vocational Certificate Level 5 (BIPXX)

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)
- Desktop Publishing
- Book-keeping Manual and Computerised (Sage Line 50)
- Information Systems E-mail, Internet, Computer Components, Applications in Business Organisations
- Data Entry 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 in the following areas:

- Accounts
- Payroll
- Commercial Design/Print
- Auctioneering
- Solicitors
- Auctioneers
- 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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