

BUSINESS STUDIES

- FETAC LEVEL 5 -



**GOREY
COMMUNITY SCHOOL**
Co. Wexford

Tel: 053 942 1167
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Business Administration
eBusiness Studies
Marketing Practice
Bookkeeping & Payroll
Database Methods, Spreadsheets
... and more



Design: SpellCheckEditorial.com T: 087 229 0855



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REGISTRATION FORM ~ BUSINESS STUDIES ~ 2009-2010

NAME _____
ADDRESS _____
EMAIL _____



TEL. (H) _____

(M) _____

INFORMATION EVENING: TUES., SEP. 15 2009 from 7-9 PM

To register, send registration form plus €40 registration fee to Adult Education Department, Gorey Community School, Esmonde St., Gorey, Co Wexford or register online at www.goreyadulthood.ie and pay your fee using FeePAY.



ADULT EDUCATION TO HELP BOOST YOUR CAREER PROGRESSION

BUSINESS STUDIES FETAC LEVEL 5 (BBSXX)

If you're thinking of working in business or want to start your own business, this FETAC Level 5 course in Business Studies will introduce you to all the skills you need, such as:

- ⇒ Business Administration
- ⇒ Bookkeeping
- ⇒ eBusiness and Marketing

The Certificate consists of 8 modules:

- 7 compulsory
- 1 of your own choosing

* Four modules per year over 2 years

Two nights per week

* Individual modules €280.

Eight modules: €1440. Includes €40 reg. fee plus four instalments of €350.

* Candidates must arrange and complete a period of work experience.



Mandatory Modules

Pick 5 plus Communications and Work Experience

Bookkeeping: Manual & Comp (B20137)

- Keeping financial accounts
 - Company registration, VAT rates and ledgers
- Wed. 7-9.30pm Starts Sep. 23 20 weeks

Business Administration (B20005)

- Finance, money, banking, foreign exchange
 - Meetings, documents, human resources
- Mon. 7-9.30pm Starts Sep. 21 12 weeks

eBusiness Studies (B20148)

- eBusiness applications, network security
 - Development and impact of ebusiness
- Mon. 7-9.30pm Starts Jan. 25 12 weeks

Marketing Practice (B20017)

- The marketing environment
 - Product, price, promotion, place
- Mon. 7-9.30pm Starts Sep. 21 12 weeks

Payroll Manual & Computerised (B20138)

- PAYE, PRSI, P45, P60, P30, P35
 - Tax, VAT, manual and computer entry
- Tue. 7-9.30pm Starts Sep. 22 20 weeks

Spreadsheet Methods (B20028)

- Spreadsheet concepts, design, implementation
 - Macros and additional functions
- Tue. 7-9.30pm Starts Sep. 22 12 weeks

Database Methods (B20012)

- Design, implementation and organisation
 - Database concepts and operations
- Tue. 7-9.30pm Starts Jan. 26 12 weeks

Communications (G20001)

- Listening & Speaking, Reading & Writing
- Communications Technology

Work Experience (W20008)



Elective Modules

Art & Craft for Childcare

- Child development and art & craft activity
- Creative development of the learner
- Creative activities with children

Safety & Health at Work

- Health & Safety legislation
- Health and safety in the workplace

Social Studies

- Social services in childcare
- Health and community services
- Work and leisure
- Social issues

Computer Aided Design

- CAD software, editing of commands
- Use of multiple layers

Desktop Publishing

- Managing text and graphics
- Technology and page set-up

ECDL

- Basic concepts of IT, managing files
- Word processing, Spreadsheets, Databases

Or any other FETAC L5 module