

## **Business and Retail Studies**

### **Overview**

The Business and Retail Studies course is designed to provide comprehensive training in all retail skills and provide the confidence necessary to work in the area of management and administration in the retail industry.

### **Programme Structure**

This course may be taken over a 1 or 2 year period. The certifying body is FETAC. Previous FETAC awards may be combined with additional subjects to achieve an overall award.

**FETAC Award:** Business and Retail (BRSXX)

### **Subjects**

Work Experience	Retail Selling
Payroll (Manual & Computerised)	Work Processing Level 5
Book Keeping (Manual & Computerised)	Computer Studies
Communications	Retail Display
Information Systems	Retail Selling
Retail Administration	Personal Effectiveness

### **Where can I find out more?**

You can get further information about VTOS, by contacting:

Anne Corrigan at [anne.corrigan@cgvec.ie](mailto:anne.corrigan@cgvec.ie) or 091 771343, or

Declan Ramberg at [declan.ramberg@cgvec.ie](mailto:declan.ramberg@cgvec.ie) 091 770180, or

Visit our website at [www.cgvec.ie](http://www.cgvec.ie)