

Business and Secretarial

Overview

Course designed for persons wishing to train or retrain in the administration area. It is also suitable for persons wishing to specialise in computer accounting and payroll. Training is given in all aspects of computer applications.

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 (BBSXX)

Subjects

Work Experience	Retail Selling
Payroll (Manual & Computerised)	Work Processing Level 5
Accounts (Manual & Computerised)	Computer Applications
Business Calculations	Database Methods
ECDL - Advanced	Reception Skills
Communications	Text Production
Retail Administration	

Career Prospects

This course prepares the student for employment in the administration area. It is designed to provide the student with the knowledge to utilize and understand common computer applications to advanced level.

Where can I find out more?

You can get further information about VTOS, by contacting:

Anne Corrigan at anne.corrigan@cgvec.ie or 091 771343, or

Declan Ramberg at declan.ramberg@cgvec.ie 091 770180, or

Visit our website at www.cgvec.ie