

Business Studies – Secretarial

Lough Allen College

What is the course about?

The course offers training in a range of subjects which are relevant to business and computing today, giving students the skills and knowledge to participate in today's technological society, whether it is for reasons of personal advancement, to gain a recognised qualification, or as a stepping stone to further education.

How long is the Course?

Students can attend the course for one year, during which they will undertake training in a minimum of **eight modules** of 80 hours each, over 30 weeks of the school year.

What is the Certification?

Certification is by the **Further Education and Training Awards Council (FETAC)**. Upon reaching the required standard in each of the 8 modules, a **Certificate in Business Studies-Secretarial – Level 5** is awarded.

Who can apply?

The course has Department of Education approval and applications are invited from Post-Leaving Certificate (PLC) students as well as all other adults who wish to further their skills and training. Selection process will be based on interview. Computer experience is not compulsory but is an advantage.

Is Accommodation Available?

Accommodation is available in the locality and within easy access of the centre.

Certification

List of Modules	Credit Value	List of Modules	Credit Value
Information & Administration	1	European Language	1
Text Production	1	Work Experience	1
Word Processing	1	Communications	1
Spreadsheet Methods	1	Desktop Publishing	1
Database Methods	1		

A **Record of Achievement** is awarded to a candidate who achieves the required standard in one or more modules without meeting the requirements for a certificate.

A **Certificate** is awarded when a candidate has completed and achieved the required standard in modules worth a minimum of 8 credits. (Details of module credit values are given above).

Note:

- Credits can be awarded at Level 4 for achievement in specific subjects in the Leaving Certificate and the full European Computer Driving Licence (ECDL). These are taken into account only when the candidate is in a position to achieve a Certificate.
- Credits can be accumulated over a period of time.
- An ECDL component will also be introduced which will enable those with little or no computing experience to be more prepared for the computing element of the Certificate course.

For Further Information

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