

# Drumshanbo College of Further Education

*Drumshanbo, Co. Leitrim.*

## Business/IT Course

### **COURSE OBJECTIVE:**

The Business IT course, established for over forty years, is continuing to up-date Post Leaving Certificate students and adults who may wish to return to the workplace, or provide an opportunity to upgrade information Technology skills.

### **COURSE CONTENT:**

#### ECDL Modules

File Management	IT Theory
Word-Processing	Spreadsheets
Database	Internet and Email
Presentation PowerPoint	

**FETAC Level 5** Course offers student an opportunity to improve the skills acquired whilst completing the ECDL certificate and all modules are completed at a more advance level.

#### FETAC Modules

Communications	Typing
Work Experience	Customer Service
Information and Administration	Teleservices
Accounts-Manual and Computerised	Work-processing (Word)
Internet-Web Design	Spreadsheets (Excel)
Database Methods (Access)	Computer Applications
Desktop Publishing	Information Technology Skills

### **CERTIFICATION:**

Students should obtain an ECDL Award and FETAC Level 5 Certificate in Business Studies - Secretarial (BBSSX)

### **ENTRY REQUIREMENTS:**

Leaving Certificate or FETAC Award or equivalent: the College considers mature applications who wish to return to full-time education.

### **FEES:**

Tuition is free. Maintenance grants are available for eligible students. Mature students may be eligible under the VTOS Scheme.

For further details on any of the above courses please contact:

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