

Who would this course suit?

- Leaving Certificate students who are **unsure what to do next year.**
- Students who wish to **repeat** one/two Leaving Certificate exams.
- Leaving Certificate students who did **not receive sufficient points** for their first preference course can get up to 400 points using this course to gain entry onto many third level courses.
- **Adults** who wish to gain a qualification in order to obtain employment or improve confidence.

How can you apply?

The course has Department of Education Approval and applications are invited from Post-Leaving Certificate students as well as adults who wish to further their skills and training. Selection will be based on interview. While computer knowledge is desirable, it is not essential.

Application forms are available from Lough Allen College by calling 071-9648017 / 071-9648163 or by e-mailing:

principal@loughallencollege.ie



Further Details may be had by
contacting:

Mr. David Harding,
Principal,
Lough Allen College,
Drumkeerin,
Co. Leitrim.
071-9648017 / 071-9648163

Niamh Brennan Jane Stenson
Guidance Counsellor Information Officer
LEAP Centre,
Presentation House,
Main Street,
Carrick-on-Shannon,
Co. Leitrim.
071-9621371

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**FETAC LEVEL 5
Business Studies
Secretarial Course**

2011/2012

Business Studies Secretarial

What is the course about?

The course offers training in a range of subjects in business and computing which are relevant to employers and the business community today. We aim to give students the knowledge and skills required to improve their chances of attaining employment in a technological orientated society. This course is also a valuable stepping stone to progression to further education.

Course Modules

- Payroll - Manual and Computerised
- Desktop Publishing
- Information and Administration
- Text Production
- Word Processing
- Spreadsheet Methods
- Database Methods
- Communications and
- Work Experience

How long is the course?

This course is a full-time one-year course. There are 9 FETAC modules spread over the school year.

Funding

Maintenance Grants and Back To Education Allowance are available for eligible



What is the Certification?

Certification is by FETAC (Further Education and Training Awards Council). Once each student has completed and achieved the required standard in 8 modules, an award of "Certificate in Business Studies - Level 5" will be conferred.

Students who achieve the required standard in one or more modules without meeting the requirements of a certificate (above) will be awarded a Record of Achievement.

ECDL

In addition to the FETAC modules mentioned, we also offer students the opportunity to achieve the European Computer Driving Licence. The modules are:

- Basic Concepts of Information Technology
- Using a Computer and Managing Files
- Word Processing
- Spreadsheets
- Databases
- Presentation
- Information and Communication

Why do the course?

- Get Points to progress onto an Institute of Technology.
- Enhance your knowledge of computers and improve your typing and IT skills.
- Design your own brochures, posters and spreadsheets.
- Design your own presentations.
- Improve your confidence, communication skills and gain recognised qualifications.