



St Cuan's College

Castleblakeney

Further Education Centre



Business & Computing (5M2102)

Certification

On completion of the course, candidates who reach the required standard will receive the following award:

- QQI Level 5 Certificate in Business & Computing (5M2102)

Career Opportunities

The Course provides the basis from which a student may further his /her studies. There is also a wide range of opportunities in the I.T. sector. Other career opportunities include Office Work and Reception in the following areas:

- Solicitors
- Banks
- Schools
- Business
- Health Boards
- Medical Centres
- Accountants
- Auctioneers

Possible Progression from this Course



St Cuan's College Further Education Centre
6M Business Management

Athlone Institute of Technology

AL650 Business Level 6

AL850 Business Level 8

Moate Business College

6M5013 Advanced Certificate in Admin Level 6

6M4985 Advanced Cert. In Business

Computing Level 6

GMIT

GA776 Business Computing & Digital Media Level 7

GA869 Higher Cert in Business in Computers Level 6

Limerick College of Technology

LC231 Business Technology Level 8

Progression to a variety of third level Institutes of Technology and Universities are also available



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Module	
Word Processing	The aim of this module is to equip the learner with the knowledge to use a word processing application. Learners will be able to create documents applying a range of text processing features including margins, line spacing, indenting text and paragraphs, borders and shading, numbering and bullets, copying and pasting and enhancing text
Spreadsheets	This module enables students to develop an understanding of spreadsheet concepts and their range of applications. In so doing, they will gain extensive practical experience in spreadsheet design and implementation
Computerised Payroll	To provide learners with the opportunity to develop the knowledge, skills and competencies necessary to operate and maintain accurate payroll records using manual and computerised systems, for an organisation and to understand and be capable of operating a payroll programme correctly
Databases	Students will develop an understanding of databases. Create databases from designs, utilise databases to manipulate, retrieve and output of information
Communications	The course is designed to develop awareness in the learner of the essential role communication plays in human interaction and the relevance of good communication skills in the workplace. It also explores the most effective principles and practices in gathering and disseminating information and focuses on developing good communication skills through a variety of media
Work Experience	The purpose of this award is to equip the learner with the relevant knowledge, skill and competence to participate in the workplace for a limited time, carrying out work-related tasks independently while under general direction
Book Keeping	This module is designed to enable the learner to understand the principles and practice of maintaining financial records manually and using integrated accounting software. The course is designed for those with an interest in accounting
Safety & Health at Work	The learner will be supported in achieving an awareness of safety and health in the workplace and will become familiar with the responsibilities and duties of the employer and employee with regard to health & safety. They will develop skills in identifying hazards and carry out risk assessments and getting familiar with safety signs

St Cuan's College Further Education Centre students are eligible under the same conditions that apply to any third level institution for the government paid maintenance grant

Apply to S.U.S.I - www.studentfinance.ie