

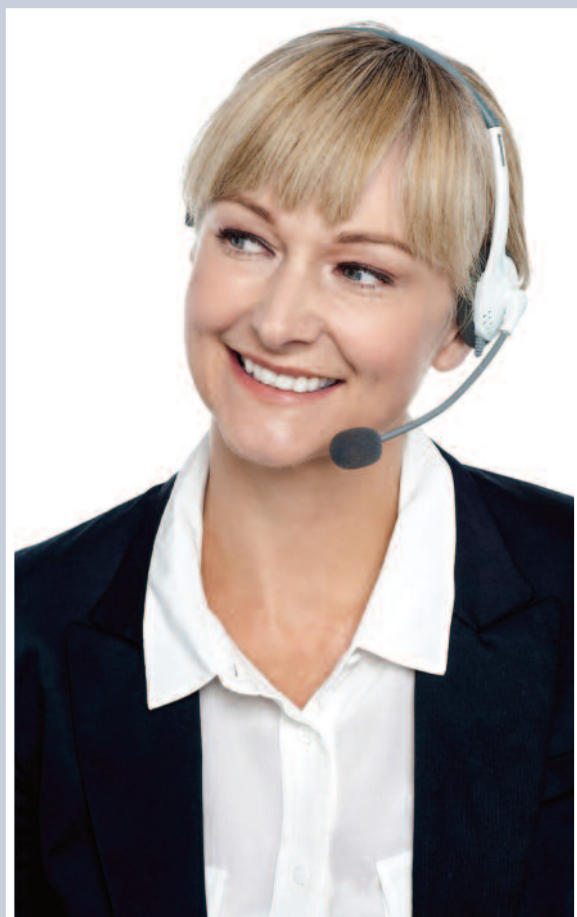


Coláiste Phobal Ros Cré

College of Further Education

Business Technology with Tourism

QQI Level 5



Module Name	Description
Business Administration Skills	To function efficiently, every business needs well-organized financial and quality systems. You will become conversant with a range of hardware and software designed to support organisational management systems and procedures.
Text Production	Provides learners with the competence to confidently produce a range of documents. These include memos, reports etc. produced to a mailable standard, with a minimum typing speed of 35 words per minute.
Tourism	Supplies the student with a broad understanding of the structure and working of Ireland's biggest industry. Included will be the most important visitor attractions, both nationally and internationally and the important role of tourism in Ireland's economy.
Payroll Manual and Computerised	The ability to operate and maintain accurate payroll records using manual and computerised systems.
Word Processing	Producing documents to a high standard of presentation with opportunities to apply creativity to layouts, while learning the value of accuracy and attention to detail. Includes numbering, borders, paragraphing, margins, enhancing text, etc.
Communications	Students gain the necessary skills to progress your vocational and personal development, by learning how to communicate accurately and effectively. Exploration of a wide array of written and oral communication methods.
Work Experience	Offers the knowledge, skills and capacity to participate in a work placement suitable to your vocational area, an invaluable introduction to the world of work.
Spreadsheet Methods	Provides a fundamental understanding of spreadsheet concepts and their broad range of applications in the workplace, including practical experience in spreadsheet design and implementation.
Manual and Computerised Bookkeeping	The ability to operate and maintain accurate bookkeeping records using manual and computerised systems.

Modules may be subject to change

COURSE OVERVIEW

This programme is designed to provide candidates with essential computer and business administration training. Candidates are equipped with the necessary skills and qualifications to enter and advance in a wide range of careers in the I.T. business or tourism related fields, or to progress to Third Level through the Higher Links Scheme.

EMPLOYMENT OPPORTUNITIES

Office / Clerical Assistant, Payroll / Accounts Assistant, Secretary / Receptionist, Banks, Public Service, Hotels, Tourist Offices, Visitor Attractions, Local Industry, Legal and General Offices.

ENTRY REQUIREMENTS

Leaving Certificate or equivalent, prior experience or a keen interest in the area.

The Garda vetting process must be completed when applying for this course.

CERTIFICATION

Business Administration Award (5M2468)
QQI Level 5

AREAS OF STUDY

- Business Administration Skills
- Word Processing
- Text Production
- Communications
- Work Experience
- Tourism Principles and Practice
- Book-keeping – manual and computerised
- Payroll - manual and computerised
- Spreadsheet Methods

FEES

If successful at interview:

- A booking fee of €50 (non-refundable) must be paid to secure a place on our further education courses.
- Resource contribution fee €50

Current medical card, VTOS, BTEA holders or candidates in receipt of the student grants scheme are exempt from the following fee:

- Department of Education and Skills Contribution fee €200

Medical Card holders and VTOS recipients are exempt from:

Exam fees €50

FURTHER STUDY

Roscrea College of Further Education has Progression and Cooperation Agreements with Limerick Institute of Technology, Carlow Institute of Technology and Waterford Institute of Technology.

Holders of full QQI Level 5 Awards may apply for degree courses under the Higher Education Links Scheme and under the Pilot Links Scheme including:

UCC

(CK 201) Commerce

UCC

(CK 203) Business Information Systems

UL

(LM 05) Business Studies

Galway - Mayo I.T.

(AL 850) Bachelor of Business

Athlone I.T.

(AL 860) Yr 1 BA (Hons) Social Care Practice

Waterford I.T.

(WD174) Tourism

**Roscrea College of Further Education:
Advanced Administration with Human Resources
(6M4985 QQI Level 6)**

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Information in this leaflet is correct at the time of printing. This college accepts no responsibility for changes made after the publication of this prospectus.