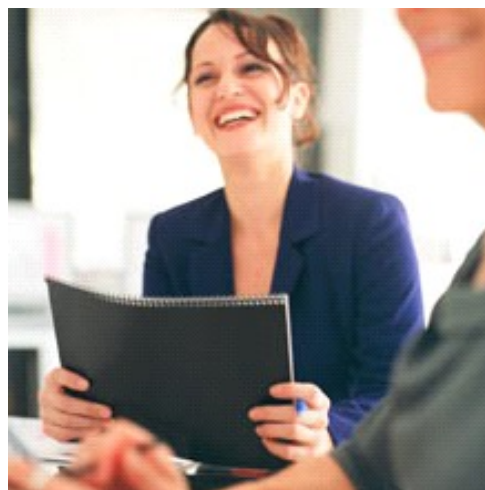




# Business Studies (Secretarial)

FETAC Level 5 Certificate in Business Studies (BBSSX)

Course Coordinator: Mary McTiernan



**Description:** This is a one-year, full-time course that prepares students to work in a range of business office environments.

**Qualification:** FETAC Level 5 Certificate in Business Studies (BBSSX)

## Modules

- Text Production
- Word Processing
- Information & Administration
- Bookkeeping (Manual & Computerised)
- Audio Transcription
- Payroll (Manual & Computerised)
- Desktop Publishing
- Customer Service
- Work Experience
- Communications

## Basic Entry Requirements

- Leaving Cert/Leaving Cert Applied or equivalent.
- Successful completion of an interview
- Mature applicants are welcome

## Progression

- A range of business focused programmes at Higher Level Institutions.
- Opportunities to work in business, secretarial, reception, retail and clerical settings.