



QAI AWARD

BUSINESS STUDIES AND ACCOUNTS LEVEL 5 (5M2102)



INTRODUCTION

This practical one-year business accounting course is designed to provide an excellent foundation for learners wishing to progress to Business Degree Programmes at Third Level. This course will allow the learner to build skills in accounting, bookkeeping, payroll, web design, communications and information technology. This course also provides learners with the core business skills required to enter the workplace.

Students will attend work placement on a block basis. One of the great benefits of work experience is that it can lead to a full-time job. Work placement is arranged in business firms or professional offices.

OPEN FOR REGISTRATION NOW.

COURSE CONTENT

- Payroll, Manual & Computerised (Coll Soft)
- Accounting, Manual & Computerised (Sage Line50)
- Internet & E-mail
- Spread Sheet Methods
- Word Processing
- Business Administration
- Communications
- Work Experience
- ICS Skills Certification

ENTRY REQUIREMENTS

Leaving Certificate standard or equivalent, combined with an interest in office work and business. Applications are especially welcome from mature students.

CAREER OPPORTUNITIES

The course prepares learners for employment opportunities in a business environment.

CERTIFICATION:

Students who complete the course successfully qualify for:

- QQI Level 5 Award in Business Studies – **5M2102**
- Students who successfully complete the course may gain entry to Third Level Institutes and Colleges through the Higher Education Links Scheme.
- Successful completion of this Level 5 Award may lead to entry into the Advanced Certificate in Business Management QQI Level 6 at GTI.
- Many students progress to Business Studies in GMIT and other Institutes of Technology.
- Progression to all GMIT courses apart from Nursing.

FEES

DES Programme Participation	€200
QQI Exam Fee	€50
ICS Skills (Optional)	€125

