

Business Administration with Computing

FETAC Level 5

MOHILL COMMUNITY COLLEGE

This is a one year full-time course which provides students with the practical skills and knowledge necessary for the dynamic world of business.

COURSE CONTENT:

- Business Administration;
- Payroll – Manual & Computerised;
- Database Methods;
- Communications;
- Marketing Practice;
- Spreadsheet Methods;
- Business Law;
- Mathematics/Internet;
- Personal Effectiveness in the workplace;
- Work Experience.

Business Administration

This module has been developed to prepare learners for a junior administrative position in an organisation. It is also intended to prepare the learner for further study in the related areas.

Payroll – Manual & Computerised

This module has been developed to provide the learner with the knowledge and skills necessary to maintain payroll records manually and on computer in a small to medium sized organisation.

Database Methods

This module has been designed to provide practical experience in the use of database software in typical business and other activities. It provides an understanding of fundamental database concepts and practical experience in database design, implementation and organisation. It also introduces the learner to the use of additional database operations.

Personal Effectiveness in the workplace

This module is designed to offer the learner the opportunity to develop, practice and gain credit for a range of key generic personal and interpersonal skills which are important in dealing with many situations in the workplace.

Communications

Communication skills are a highly valued attribute in any workplace and this module aims to bring out the best possible standard of communication in the learner. There are six core topics on this module as well as one specialist topic which will be undertaken. These include: Information Gathering, The Communication Process, Non-verbal Communication, Aural and Oral Skills, Reading & Writing Skills and Interactive Skills.

Marketing Practice

This module is designed to enable students to learn and apply the principles and practices of marketing. Students who complete this module will be able to work effectively as a marketing assistant, understand the functions of a marketing department, and understand the role of marketing in everyday life. It comprises of 5 key topics: The Marketing Environment, The 4 P's of Marketing, Segmentation, Targeting & Positioning, and Branding.

Business Law

This module provides the learner with a general understanding of the main elements of law that impact on business. The focus of the module is on both the theoretical basis for business law and on the practical applications in a business organisation. Learners will have an understanding of the Irish Legal System and the Business Environment Contract Law.

Work Experience

A unique feature of the FETAC Level 5 programme is the work experience component. It is an integral part of the educational process and allows the student to acquire hands-on experience in their chosen field of work. The core units of this module are: Planning and Preparation, Experience, and Review and Evaluation.

CONTACT DETAILS

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