

# BUSINESS STUDIES

FETAC LEVEL 5  
5M2102



**GOREY  
COMMUNITY SCHOOL**  
Co. Wexford

Tel: 053 942 1167  
E: [info@goreyadulthood.ie](mailto:info@goreyadulthood.ie)  
W: [www.goreyadulthood.ie](http://www.goreyadulthood.ie)



Business Administration

Legal Studies

Marketing Practice

Bookkeeping & Payroll

Safety and Health

... and more



Design: SpellCheck.ie T: 087 229 0855



Adult Education Department  
Gorey Community School  
Esmonde Street, Gorey, Co Wexford  
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Nightclasses at Gorey Community School

**REGISTRATION FORM ~ BUSINESS STUDIES ~ 2014-2015**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

TEL. (H) \_\_\_\_\_

(M) \_\_\_\_\_



**INFORMATION EVENING: Wed., Sep. 10, 2014 from 7-9pm and Wed., Jan. 21, 2015 from 7-8pm.**

To register, send registration form plus €80 registration fee to Adult Education Department, Gorey Community School, Esmonde St., Gorey, Co Wexford or register online at [www.goreyadulthood.ie](http://www.goreyadulthood.ie) and pay your fee using FeePAY.



## BUSINESS STUDIES FETAC LEVEL 5 (5M2102)

If you're thinking of working in business or want to start your own business, this FETAC Level 5 course in Business Studies will introduce you to all the skills you need, such as:

- ⇒ Business Administration
- ⇒ Bookkeeping and Payroll
- ⇒ Law and Marketing

The Certificate consists of 8 modules:

- 4 compulsory
- 4 of your own choosing

\* Four modules per year over two years

Two nights per week

\* Individual modules €280

Eight modules: €1480. Includes €80 reg. fee plus four instalments of €350.

\* Candidates must arrange and complete a period of work experience.



*The course comprises 8 modules. Four of these modules are mandatory and are listed below. The other four modules can be chosen from the list of Elective modules*

### Mandatory Modules

#### Communications (5N0690)

- Listening & Speaking, Reading & Writing
- Communications Technology

#### Work Experience (5N1356)

- All students will participate in 30 hours of supervised work experience in a business environment

#### Business Administration

- Human Resources and Recruitment
- Quality Assurance Systems
- Insurance and Risk Assessment
- Financial Systems and Procedures
- Financial Controls and Cash Flow

#### Marketing

- Market Research, Buying Behaviour
- Product Development, Design and Packaging
- Branding and Product Placement



### Elective Modules

#### Bookkeeping: Manual & Comp (5N1394)

- Keeping financial accounts
- Company registration, VAT rates and ledgers

#### Payroll Manual & Computerised (5N1546)

- PAYE, PRSI, P45, P60, P30, P35
- Tax, VAT, manual and computer entry

#### Customer Service (5N0972)

- Legislation and customer protection
- Listening skills, dealing with customers
- Customer behavior and body language

#### Safety & Health at Work (5N1794)

- Health & Safety legislation
- Health and safety in the workplace

#### Legal Practice and Procedure (5N1394)

Health Irish Law, Family Law, Law in Business

#### H. R. Management

- Employment Legislation
- Recruitment practices