

# BUSINESS STUDIES WITH IT & ACCOUNTING

OPTIONAL MEDICAL ADMINISTRATION/RECEPTIONIST MODULES  
QQI LEVEL 5



## BUSINESS STUDIES

This course offers a wide range of subjects that provides students with the opportunity to gain an in-depth knowledge of the dynamic world of business.

The course provides students with the opportunity to learn about the role of technology in today's business world. It will also provide students with the appropriate accounting and payroll skills for a modern business environment.

Learners can opt to study Medical Terminology and Reception Frontline Office Skills, which may lead to employment opportunities in areas such as the public service/HSE, GP Practice Admin, Dental Surgeries, Pharmaceuticals etc.

Learners will leave the course with skills for employment, or further studies. It will also provide opportunities to progress to apprenticeships.

Learners may be eligible to apply for a SUSI grant or a Back to Education Allowance. Funding supports may be available for jobseekers and others getting certain social welfare payments on all full-time courses.

Please contact the centre for further information.

### Who should apply?

Those wishing to pursue a career, or further learning in business. This course provides the opportunity to obtain the most up to date administration and IT skills necessary for a 'fast paced business environment.



Arna chomhcheistiú ag an Aontas Eorpach  
Co-Funded by the European Union

### What will I study?

Modules may include\*:

- Business Administration • Accounting Manual and Computerised • Communications • Work Experience • Word Processing
- Spreadsheet Methods • Database Methods
- Payroll • Statistics.

Optional: • Reception and Frontline Office Skills  
• Medical Terminology.

\*subject to change

### Progression Options

Learners who successfully complete this Level 5 course may continue their studies or seek employment.

Learners who have satisfied the criteria set by the CAO process may progress to third level education, and may secure a place in the National and Technological Universities on various Degree Programmes.

Alternatively, students may progress to an Accounting Technicians course (ATI), or to an IPASS (Irish Payroll Association) course. See also the many varied apprenticeship opportunities in areas such as ICT, Insurance and Finance.



Scan to Apply  
or visit our website.

- Supportive Environment
- Experienced Tutors
- Bus Service
- Progression Options
- No Fees

Available on CAO

### ENTRY REQUIREMENTS

Leaving Certificate or equivalent standard of education.

Successful completion of interview and Maths assessment.

English Language assessment may be required (where English is not first language).

LOETB Abbeyleix welcomes applications from mature students.

Applicants are assessed on relevant life and work experience. A good level of basic computer skills is required.

### AWARD TITLE, LEVEL, AND CODE

- Business Studies
- QQI Level 5
- Course Code: 5M2102

### COST

There are no tuition fees payable to LOETB Abbeyleix.

However, a QQI Certificate fee of €50 may apply.

Learners must provide their own materials as specified by the tutor.

### DURATION

1 academic year full time - 5 days per week. Part-time options also available.



### OUR BUS SERVICES:



Portarlinton Mountmellick Portlaoise Mountrath Rathdowney



abbeyleix@loetb.ie



057 8731127



www.abbeyleixfetc.ie