



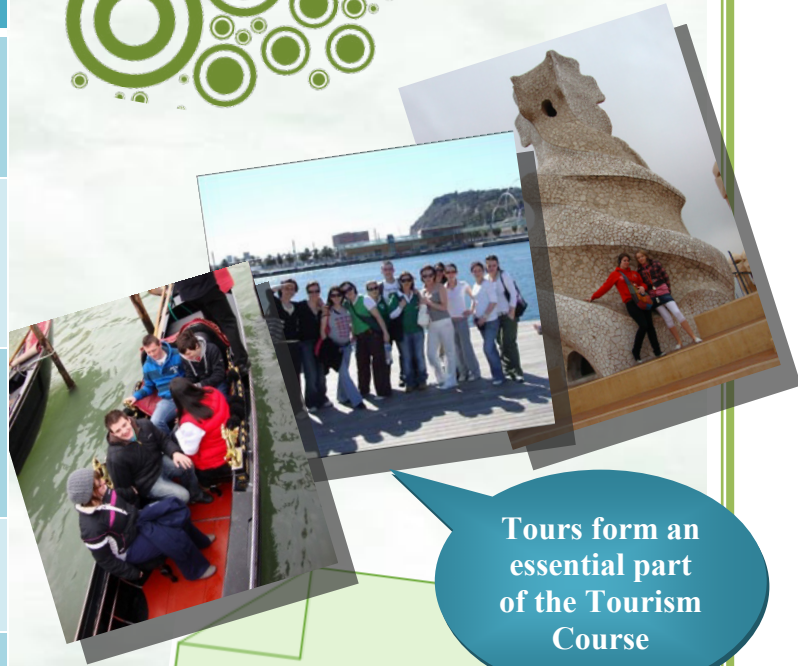
Advanced Certificate in Tourism and Business: 6M5012



Course Content

Module Name & Code	
Customer Service 6N0697	The aim of the module is to enable the student gain an in-depth understanding of the customer service function within an organisation and to develop effective customer service skills.
Tourism Policy and Practice 6N2106	Students will learn about the national and international policies in the tourism industry. Furthermore students will be taught the skills necessary to provide specialised information and guidance to the visitor
Work Experience 6N1946	This module aims to provide an opportunity for students to gain valuable experience of working in an organisation. It will enable them to facilitate the link between the subject knowledge gained from their course and the realities of the working world.
Airport Passenger Services 6N4972	Students will learn how to perform pre-flight check-in duties, manual check-in and perform boarding duties and procedures.
Human Resource Management 6N3750	HR Management enables the student to gain an in-depth understanding of the role and functions of Human Resources within an organisation. Students will acquire and develop the necessary practical, personal and interpersonal skills required to work in a Human Resource Department.
Sales Presentation 6N3567	Students will gain the knowledge, skills and competencies to create and deliver high impact presentations that support and advance the sales process. Students will gain a working knowledge of Microsoft PowerPoint.
Event Management 6N4800	Upon completion students will have the skill set necessary to plan, organise, supervise, produce and conduct a post-event evaluation of an event such as an exhibition, artistic performance, cultural event, business event, fundraising event, political event, conference or festival.
Word Processing 6N4977	This module aims to equip the learner with the skills to use a word processing application to produce documents in a variety of contexts whilst working autonomously and under general direction. Learners will be able to apply a range of advanced text processing features including – page layout, referencing long documents – adding tables of content, cross referencing, bookmarks, indexes, mail merge, graphics, tables, macros, tracking changes and sharing documents for editing.

MODULES MAY BE SUBJECT TO CHANGE



Tours form an essential part of the Tourism Course

Work Placement
Exposure to the real world of work forms an integral part of all Further Education courses. All students are required to complete a mandatory period of work placement in order to successfully complete their course.





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Certification

On successful completion of the course, candidates who reach the required standard will receive the following award:
QQI Level 6 Advanced Certificate in Tourism with Business (6M5012)



POSSIBLE PROGRESSION FROM THIS COURSE

Athlone Institute of Technology

- AL760 Spa and Wellness Management Level 7
- AL761 Hotel and Leisure Management Level 7
- AL650 Business Level 6
- AL653 Office Management Level 6
- AL655 Social Media Marketing Level 6
- AL657 Computing for Business Level 6
- AL660 Culinary Arts Level 6
- AL661 Bar Supervision Level 6

Institute of Technology, Carlow

- CW838 Business Marketing Level 8
- CW906 Business Studies Level 6
- CW908 Business Management Level 8
- CW917 Business Level 7
- CW926 Business with Law Level 6
- CW928 Business Human Resource Management Level 8
- CW936 Accounting Level 6
- CW938 Business with Law Level 8

Dublin Institute of Technology

- DT401* International Hospitality Management Level 8
- DT406 Tourism Management Level 7
- DT407 Culinary Arts Level 8
- DT408 Hospitality Management Level 7
- DT411 Leisure Management Level 7
- DT412* Tourism Marketing Level 8
- DT413* Event Management Level 8

*Specific Requirement - QQI Module 5M5011

GMIT

- GA170 Business Level 7
- GA171 Administration and Information Systems Level 7
- GA282 Heritage Studies Level 8
- GA361 Culinary Arts Level 6
- GA362 Hotel and Hospitality Operations Level 6
- GA363 Bar Supervision Level 6
- GA370 Hotel and Catering Management Level 7
- GA372 Culinary Arts Level 7
- GA374 Tourism Management Level 7
- GA375 Retail and Customer Service Management Level 7
- GA376 Event Management with Public Relations Level 7
- GA380 Hotel and Catering Management Level 8

Institute of Technology, Dundalk

- DK650 Culinary Arts Level 6
- DK651 Hospitality Studies Level 6
- DK710 Business & Management Level 7
- DK711 Business & Technology Level 7
- DK750 Hospitality Management Level 7
- DK752 Event Management Level 7
- DK812 Marketing Level 8
- DK815 Public Relations & Online Media Communications Level 8
- DK816 Business Studies Level 8
- DK861 Humanities Level 8

Applications are especially
welcome from mature students

Career Opportunities

Customer Service, Travel Agent,
Tour Guide/Rep, Tour Operator,
Banking and Insurance,
Marketing, Conference and
Event Management, Reception
and Front Office, Airports and
Airlines, General Business

Moate Business College students are eligible under the same conditions that apply to any third level institution for the government paid maintenance grant.

Apply to S.U.S.I on www.studentfinance.ie

