

ADVANCED CERTIFICATE IN BUSINESS COMPUTING WITH PROGRAMMING

COURSE CODE : 6M4985

LEVEL 6



This one year level 6 award is aimed at candidates who already have experience and understanding of computers or who currently hold a suitable Level 5 award. The overall aim of the programme is to provide the learner with the opportunity to acquire a specialised knowledge of business, computing and programming. The course also offers an opportunity for direct entry into the second year of degree programmes in Institutes of Technology.

Course Content

Module Name	Description
Work Experience 6N1946	The purpose of this module is to equip the learner with the relevant knowledge, skills and competence to participate in the workplace for a limited time, carrying out work-related tasks autonomously and/or in a supervisory capacity.
Image Processing 5N1292	The Image Processing module uses Adobe Photoshop CS5 to enable students to edit existing and create original images on a computer. Areas covered in the course include selection tools, layering, clipping masks, restoration techniques, colourising techniques, montages, lighting effects, text effects and scanning methods.
Web Authoring 6N2532	The Web Authoring module enables the student to develop and maintain an interactive Web site, working independently and with others.
Spreadsheets 6N4089	This module looks at advanced aspects of spreadsheet creation using Microsoft Excel. Content would include advanced formulae, charts and graphs, macros, what if analysis, database functions, data analysis tools, visual basic, linking and auditing.
Business Management 6N4310	The purpose of this module is to equip the learner with the knowledge and skill in the principles and practice of management within the business environment and to enable the learner to develop management skills to work independently or within a supervisory capacity. Areas covered include HR Management, Leadership Skills, Management Skills, Project Management, SWOT and PEST analysis, types of organisations.
Relational Databases 6N4785	This is designed to enable the learner to create databases using Microsoft Access. Content would include creating tables and table relationships, understanding normalisation, creating forms and sub-forms, designing reports, creating select queries, action queries, cross tab queries, SQL queries and macros
Word Processing 6N4977	The Word Processing module will equip the learner with the knowledge, skill and competence to use a word processing application to produce complex documents within a range of specific contexts. Areas covered include advanced formatting, page layout, columns, references, mail merge, macros, track changes, reviewing documents.
Customer Service 6N0697	This module will facilitate the student to gain an in-depth understanding of the customer service function within an organisation and to develop effective customer service skills.
Fundamentals of Object Oriented Programming 6N1776	The purpose of this module is to equip the learner with the knowledge, skill and competence to construct computer programs using industry standard object oriented concepts and to produce an object oriented program that adheres to industry standard best practices.
Modules may be subject to change	

Career Opportunities

This course can lead to jobs in the following areas:

- County Council, Health Boards, Solicitors Office, Banks, Schools
- Information technology and computer maintenance
- Database administration

Certification

On successful completion of the course, candidates who reach the required standard will receive the following awards:

MBC Advanced Certificate in Business with Programming
QQI Level 6 Advanced Certificate in Business 6M4985

Fees

There are no tuition fees payable to Moate Business College. However, please note that there are costs involved in taking a course, e.g. exam fees, professional body registration fees, etc. A student registration fee must be paid on joining the course.

Grant

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

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

Moate Business College,
Lake Road, Moate, Co Westmeath
Tel: 090 6481 178
Email: mbcadmin@eircom.net

Possible Progression from this Course

Progression routes are also available to National Universities of Ireland Colleges (NUI) offering degree programmes.

Athlone Institute of Technology

AL650	Higher Certificate in Business (Level 6)
AL655	Higher Certificate in Business in Social Media Marketing (Level 6)
AL705	BSc Software Development (Mobile Apps & Connected Devices)
AL750	BSc. Business Computing (Level 7)
AL753	Bachelor of Business in Office Management & Administration (Level 7)

Limerick Institute of Technology

LC231	Business Technology (Information Systems) (Level 8)
LC232	Higher Certificate in Business Computing (Level 6)

Institute of Technology, Sligo

SG538	BSc. in Computing in Web Development and Creative Media (Level 7)
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GMIT

GA776	Business Computing & Digital Media (Level 7)
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Letterkenny Institute of Technology

LY117	Administration and Information Technology (Level 7)
LY717	Computing (Level 7)

Graduates from the Business Computing Course may apply for Advanced Entry to year 2 of relevant courses. For further information on Advanced Entry contact the Admissions Department of the relevant Institution.

Entry Requirements

This award is aimed at candidates who already have a knowledge and understanding of Information Technology and wish to extend their skills and capabilities in this area. It is expected that students attending the course would have a QQI Level 5 Award in Information Processing or equivalent.

