



## ADVANCED BUSINESS WITH IT

This one year level 6 award is aimed at candidates who already hold a range of business/administrative skills and want to develop these to a higher standard in order to be able to work independently and in a supervisory capacity. The course comprises both theoretical and practical modules and prepares the learner for a career in industry, commerce or the public service or to further their studies at a higher level. The course also offers an opportunity for direct entry into the second year of degree programmes in Institutes of Technology

### Entry Requirements

- Relevant Level 5 QQI Award
- Mature students (23+) are welcome to apply

### Course Content

- Business Management 6N4310
- Customer Service 6N0697
- Human Resources Management 6N3750
- Spreadsheets 6N4089
- Word Processing 6N4977
- Accounting Level 5 5N1348
- Computerised Accounts 6N3911
- Professional Presentations 6N4006
- Marketing Management 6N4188
- Work Experience 6N1946 or Personal & Professional Development 6N1949

*Please note the above modules are subject to change.*

For possible progression routes click the progression link on the Advanced Business with IT course page on our website: [www.moatebusinesscollege.com](http://www.moatebusinesscollege.com)

### Career Opportunities

Successful graduates of the course are eligible to work in a wide variety of management/administrative positions in the following areas:

- County Council
- Health Board
- Human Resources
- Customer Service
- Finance Sector
- Medical Centres
- Banking and Insurance

### Certification

Awarding Body:	QQI
Award Title:	Advanced Certificate in Business with IT
Award Code:	6M4985
Level:	6 - further education and training

Any questions? email: [info@moatebc.com](mailto:info@moatebc.com)

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