

KENMARE  
FURTHER  
EDUCATION  
& TRAINING  
CENTRE

# BUSINESS STUDIES



QQI Level 5 (Major Award)  
January 2019

**Kenmare Further Education  
& Training Centre**

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# BUSINESS STUDIES

This **Back to Education Initiative (BTEI)** course will be delivered over 4 mornings per week from January to December 2019 (during term time). The course is aimed at providing students with a 'strong' business background to find employment or progress to further education.

## Subject List:

- \* Business Administration Skills
- \* Work Experience
- \* Word processing
- \* Customer Service
- \* Spreadsheets
- \* Marketing Practice
- \* Bookkeeping
- \* Personal Effectiveness

An **Information Pack**, with an **Application Form**, is available from the Centre Office, or can be downloaded from the Centre's website on: **[www.kenmareaec.ie](http://www.kenmareaec.ie)**

(It is important that prospective students read the Information Pack so as to be aware as to what the course entails.)

The deadline for Application for this course is **Friday, 25th January 2019**. Interviews will be held on **Monday, 28th January 2019** and the course will begin on **Tuesday, 29th January 2019** (subject to getting sufficient numbers.)

**Note: Please note that subjects on above list may change.**