

BUSINESS ADMINISTRATION AND DIGITAL MEDIA

VTOS Athy Programme Information



Developing key skills and learning pathways.

Never has putting business online been more critical to our local economy, allowing local business to thrive and supporting our local employment. In this course we aim to offer students the necessary skills to create a web presence, and support website development, develop both marketing and digital marketing skills, as well as build enterprise skills. Students who complete this course have gone on to work in local business, County Councils, and progress to Business, Marketing and Law courses in Carlow IT, and Accounting Level 6 programmes.

STUDENT TESTIMONIAL " *I started VTOS as a way to further my education and to meet new people. The Center was welcoming and the teachers were approachable at all times. All staff were very supportive to students. By going to VTOS and doing the course I gained confidence in myself and am now working in a job that I love. VTOS was a great opportunity for me. Thank you.*" Linda 2020

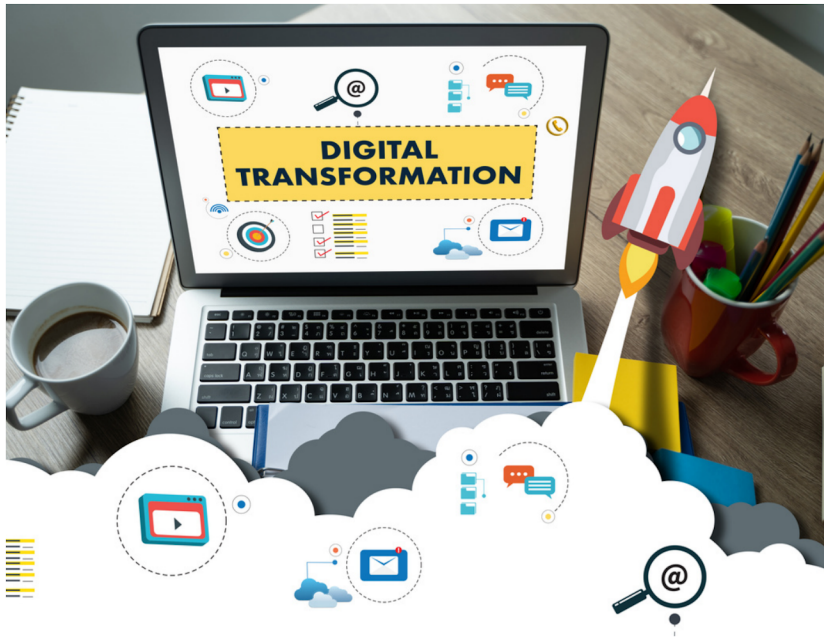
ON THIS COURSE STUDENTS
WILL

**EXPLORE KEY MARKETING
AND DIGITAL MARKETING.**

**DEVELOP BUSINESS
ADMINISTRATION SKILLS,
INCLUDING PAYROLL AND
BOOKKEEPING**

**DEVELOP CREATIVE,
PROBLEM-SOLVING SKILLS.**

**DEVELOP EXCELLENT
CUSTOMER SERVICE AND
TEAMWORKING SKILLS**



This programme leads to a QQI Level 5

Major Award: 5M2468

September to December

•5N0690 Communications

•5N1358 Word Processing

•5N1546 Payroll Manual and
Computerised

•5N1400 Marketing Practice

•5N1610 Business Administration

January to June

•5N0690 Work Experience

•5N1354 Bookkeeping Manual and
Computerised

•5N1977 Spreadsheet Methods

•5N1364 Digital Marketing

•4N2279 Business Calculations

ENTRY REQUIREMENTS

Applicants should have a full Level 4 Certificate, Leaving Certificate or equivalent qualifications. Places may also be available for those who can demonstrate relevant life and work experiences.

- To be able to participate fully in this programme, learners need the following:
- The learner must be a confident reader writer and speller in the English language.
- Good computer skills are required.
- Attend all timetabled classes for the duration of the programme.
- Motivated to learn and interested in office work.
- Have access to a computer or laptop, and have a good internet connection.



ENROLLMENT INFORMATION



VTOS Co-ordinator: Una Burke
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Carlow Road, Athy, Co Kildare.
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Phone: 059-8632044 Ext 2.

All courses, dates, and times are provisional and must be confirmed. Programme modules are provisional and may be changed at the discretion of the ETB. All Classes will commence, subject to a sufficient number of student enrolments.