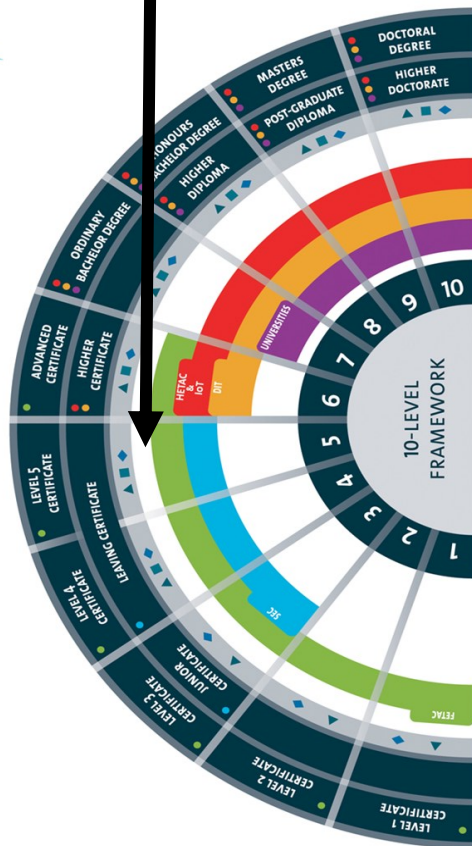


## National Framework of Qualifications

*Our course is Level 5 in the National Framework of Qualifications.*

Údarás Náisiúnta  
Cáilíochtaí na hÉireann  
National Qualifications  
Authority of Ireland

NATIONAL FRAMEWORK  
OF QUALIFICATIONS



## Adult Education Career Guidance Service

- One to one session with a guidance counsellor by appointment.
- Access to information on colleges, further education, training courses and careers.
- Information on funding opportunities.
- Access to a network of support organisations.
- Group session on job search skills, CV preparation, interview skills, study skills, and assistance with application forms.  
(Subject to student demand)

Applications for the Business IT course can be obtained by contacting the school at (071) 9641085. Places on the course are limited, and are assigned on a first come basis.

*Course subject to QQI validation and department approval.*



***Business IT***  
***QQI Level 5 5M2468***  
***PLC Course***  
*and*  
***Microsoft Office Specialist Certification***

Drumshanbo Vocational School,  
Drumshanbo,  
Co. Leitrim.

Tel: (071) 9641085  
E-mail: [info@dvs.ie](mailto:info@dvs.ie)  
Web: [www.dvs.ie](http://www.dvs.ie)

## Why do a PLC course?

- Use QQI points towards college places.
- Become proficient in **eight** different computer packages
- Defer a place in college and enhance your knowledge of computers and IT skills.
- Studies have shown students who go to college having completed a PLC course do better and are more likely to complete the course than those who haven't studied on a PLC course.
- Students may repeat Leaving Cert subjects while on PLC course.
- Adult Career Guidance for those unsure of career options

### **Funding**

- Maintenance Grants, Back To Education Allowance and VTOS are available for eligible students.
- Information regarding funding for courses can be obtained from the Leitrim Adult Education

## QQI Level 5—5M2468

### **Business IT Certificate**

#### Module Options (minimum 8)

- Communications
- Work Experience
- Word Processing
- Business Administration Skills
- Database Methods
- Spreadsheet Methods
- Desktop Publishing
- Manual & Computerised Bookkeeping
- Web Design
- Presentations
- Payroll

*Upon graduating from this course students will be eligible to complete the*

## QQI Level 6—6M4985 Higher Certificate

## Types of Assessment

### Project

Students create own database/website in area of interest.

### Examination

Wordprocessing, Database etc.

### Skills Demonstration

Payroll for employees

### Oral Presentation

Present a topic using PowerPoint.

### Role Plays

Undergo mock interview.

### Student Diary

Work Experience, Desktop Publishing.

### Reports

Research career or course interested in pursuing.

### Group Activity

Students organise a trip away for class.

### Additional Qualification

**Microsoft Office Specialist Certification**