

Reach your full potential

SUCCESS



Genesis
BUSINESS COLLEGE

SAMPLE COURSES WE CAN OFFER YOU

Accountancy

Accounts Technician Ireland (ATI)
 Certified Accounting Technician (CAT)
 Certified Public Accountants (CPA)
 FETAC Manual & Computerised Payroll Fetac Level 5 & Fetac Level 6
 FETAC Manual & Computerised Book-keeping Fetac Level 5
 Pitman Training Foundation Book-keeping Diploma
 Pitman Training Advanced Accounts Diploma
 Pitman Training Essential Payroll Diploma

Business

HR Management Skills Fetac Level 6	Intro to Business Diploma
Business Studies Fetac Level 5	Intro to Management Diploma
Supervisory Management Fetac Level 6	Office Manager Diploma
Marketing Communications Fetac Level 6	Admin Assitant Diploma
Sales Negotiation Fetac Level 6	Returners to Work Diploma

Social and Childcare

Supervision in Childcare Fetac Level 6
 Special Needs Assistant Fetac Level 5
 Social Studies Fetac Level 5

Secretarial

Pitman Training Medical Secretarial Diploma
 Pitman Training Executive PA / PA Plus Diploma
 Pitman Training Office Skills Diploma
 Pitman Training Legal Secretary Diploma
 Audio Transcription - Medical & Legal
 Shorthand - Te-line

Technology

Pitman Training Business IT Skills Diplomas
 Pitman Training Business IT Skills Diploma with Marketing or PR
 Pitman Training Business IT Skills Diploma with Web Design

Other

Criminology	Intro to Html
Health & Safety Essentials	Adobe Photshop
Get into PR	Microsoft Front Page
Get into Marketing	Dreamweaver CS4
Fast Track Microsoft Skills	ECDL Studies
Business Documentation Production	

Corporate Training

- In-house training
- One to one training
- Tailored courses
- We source your needs

Home Study Packages also available





"I found my time at Genesis Business College enjoyable & rewarding. My Executive PA Diploma course has really stood to me in my current job in a busy office. The skills I have learned have helped me to progress in my work environment which was my main aim when I decided to take the course. I would like to thank all the staff for their continued support, especially Betty, who were always very approachable and patient at all times."

Maria Quirke, Wexford

"I really enjoyed the whole experience of Pitman Training Kilkenny. The course was excellent and Phillip and Angela were terrific and helped me all the way. I would highly recommend it to anyone. P.S. I got a job from doing this course."

Siobhan McGarry, Thomastown Road, Kilkenny
Medical Secretary Diploma

"My experience of Genesis Business College is very positive. The course is easy to follow and it fits in so well with my lifestyle"

Ann Marie Powear, Kilkenny

"I really enjoyed doing both courses (FETAC Manual and Computerised Payroll and Sage Accounting V12). The courses were very practical to everyday office work and relevant to my particular area. I felt I was able to complete the course in my own time and with minimum pressure from the Genesis Team as the time allocated to complete each course was more than enough. With regard to the Genesis Team, they were always extremely helpful and friendly yet professional and made every effort to ensure I felt confident about the course and the final exam. I would recommend the Genesis Business College to anyone!"

Bridget Kelly, Gorey 2010

"I have recently completed a Diploma in Advanced Accounts. I am a parent and work part time, so I found the "work at your own pace" ideal, I could fit my course work around my other priorities and also complete some of the modules from home. I received great support from Alena and Mairead, they were always readily available to help. I would recommend to anyone and am looking forward to going back soon!"

Linda Elliott, Gorey
Student of the year 2010



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