

**ATHLONE INSTITUTE OF TECHNOLOGY  
BUSINESS SCHOOL**

<b>ELECTIVES FORM</b>	<b>2011/2012</b>
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**NAME:** \_\_\_\_\_

**STUDENT NUMBER:** \_\_\_\_\_

**COURSE :** Higher Certificate in Business in Office Management      **CODE :**      AL\_BOFIS\_C

**YEAR :** Year 2

<b>MANDATORY</b>			
<b>Semester 1:</b> IT and Computer Applications 2A, Business Accounting 2A, Marketing, <b>Semester 2:</b> Text Processing 2, IT and Computer Applications 2B, Business Accounting 2B, Human Resource Management			
<b>ELECTIVE(S)</b>			
(PLEASE CHOOSE 1 ELECTIVE (10 CREDITIS) FROM THE LIST BELOW)			
			<b>Please tick</b>
<b>Semester 1 Electives:</b>			<b>CREDITS</b>
12953	INSB H2003	Insurance and Banking 2	10
<b>Semester 2 Electives:</b>			
14004	FREN H2011	French 2	10
14599	SPAN H2005	Spanish (ab-initio)2	10
14110	HEAL H2003	Health Services Administration 2	10

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_