



# OFFICE ADMINISTRATION 5M1997

### INTRODUCTION



This is a one year programme commencing September - June. The course will run from Monday to Friday from 8.50 a.m. Monday to Thursday to 14.25 p.m. and from 8.50 to 11.30 a.m. on Friday



### ENTRY REQUIREMENTS

For mature applicants appropriate experience will be considered in lieu of formal qualifications

An offer of a place on this course is contingent on the applicant meeting the minimum entry

Requirements set out here, and satisfactory presentation at interview

### COURSE CONTENT

A credit Value of 120 applies to this course. Each of the following modules has a credit value of 15.

#### Mandatory Modules:

Text Production	5N1422
Word Processing	5N1358
Information & Administration	5N1389
Communications	5N0690
Work Experience	5N1356

Minimum Credit Value of 45 from the following:

Book-Keeping - Manual and Computerised (TAS Books)	5N1354
Payroll - Manual & Computerised	5N1546
Database Methods	5N0783
Medical Terminology	5N2428

### CERTIFICATION



QQI Level 5 in Office Administration 5M1997





Coláiste Pobail  
Bheanntaí  
Bantry, Co. Cork

FURTHER  
EDUCATION  
& TRAINING

## OFFICE ADMINISTRATION 5M1997

### ADDITIONAL TRAINING:-

ECDL (European Computer Driving Licence) is a recognized qualification by employers as a necessary job requirement, and is offered as an optional extra.

#### Modules

- ✓ Online Security
- ✓ IT Security
- ✓ Spreadsheet
- ✓ Database
- ✓ Word Processing
- ✓ Presentation and Drawing
- ✓ Computer Essentials

### WORK PLACEMENT/EXPERIENCE:-

Participants will be required to source and undertake work placement of 60 hours in a suitable office environment. Specific dates will be organised throughout the year for the completion of same

### EDUCATION PROGRESSION OPPORTUNITIES:-

- Completion of the QQI Level 5 Office Administration Course can qualify students for entry to courses at Higher Education Institutions.
- Up to 390 CAO points for any Institute of Technology can be attained by successful completion of this course.
- Career counselling is offered to students on an individual basis, throughout the academic year

### CAREER OPPORTUNITIES

Graduates of the Course have obtained employment in the following areas:

- Financial Institutions
- Solicitors Offices
- Travel Industry
- Hotel and Leisure Industry
- Schools
- General Office and Administration Duties in Local Offices

### TUITION FEES €400

Government PLC Levy	200.00
QQI Certification	50.00
Student Services	150.00

Students in receipt of a Medical Card, E.T.B, VTOS or Back to Education Grants are exempt from course fees only.

### COURSE SPECIFIC CONTACT DETAILS

Doris McGrath  
Geraldine O'Sullivan

PLC Co-Ordinator

087 6333 229  
086 1933 636

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