

ST ANNE'S COLLEGE OF FURTHER EDUCATION

**TULLOW COMMUNITY SCHOOL
THE MULLAWN, TULLOW, CO. CARLOW**

Tel: 059-9151473 Fax: 059-9151472

Email: tulcomcw@eircom.net

**COURSE TITLE: OFFICE ADMINISTRATION
EXAMINING BODY: QQI
COURSE CODE: 5M1997**

Enrolments are now taking place for the following courses which will commence in September 2020.

**ONE YEAR ADVANCED BUSINESS AND
INFORMATION TECHNOLOGY TRAINING COURSE
(FULL-TIME)**

This course is highly intensive and is open to Post Leaving Certificate Students and Mature Students.

MODULES INCLUDED ARE:

- Text Production
- Audio-Typewriting
- Word Processing
- Work Experience
- Communications
- French or German
- Database
- Spreadsheet
- Manual and Computerised Accounts
- Information and Administration

FURTHER STUDIES

QQI graduates are eligible to apply to Universities and Institutes of Technology for follow on courses using the qualifications obtained from the above course.

**BACK TO EDUCATION GRANTS, MAINTENANCE GRANTS AND VTOS
GRANTS AVAILABLE FOR THOSE WHO ARE ELIGIBLE.**

**For application forms and further information please contact
Marion O'Brien and Geraldine O'Toole
Course Directors
Tel: 059-9151473**

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COURSE TITLE: OFFICE ADMINISTRATION
EXAMINING BODY: QQI
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Enrolments are now taking place for the following courses which will commence in September 2019.

ONE YEAR
RETRAINING/BACK TO EDUCATION
INFORMATION TECHNOLOGY COURSE
(PART-TIME)

St. Anne's College of Further Education are pleased to offer the following course on a part-time basis for adults who need to retrain or update their skills, are unemployed and want to return to the workforce or return to education. This Course is suitable for men and women of all ages and is specially aimed at those in receipt of Social Welfare, Maintenance Grants and Back to Education.

MODULES INCLUDED ARE:

Information Technology Skills which include:

- Word Processing
- Text Production
- Database
- Spreadsheet
- PowerPoint
- Internet, Email and Social Networking
- Communications
- Work Experience

Entry Requirements

Applicants must be over 18 years old, no previous experience of computers is necessary.

Certification:

QQI Level 5 in Office Administration.

Career Opportunities

Graduates of the above can pursue careers in business areas such as private companies, local authorities, hotels, offices, insurance, banks and industry.

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TULLOW COMMUNITY SCHOOL

St Anne's College of Further Education, part of Tullow Community School, Tullow, Co. Carlow is renowned for its excellent reputation for the last 40 years in business and information technology training. The Co-Ordinators of the Course, Geraldine O'Toole and Marion O'Brien are experienced and professional instructors and are recognised for their expertise in their fields and are dedicated to academic excellence.

St. Anne's plays an integral part in the local community as it provides local employers with first class prospective employees with up-to-date information technology skills and excellent inter-personal skills.

Work experience is a mandatory module of the course; the students learn how an office is run and gain practical experience in an office environment. With the recession upon us it is vital that students are equipped to deal with the technological changes in today's environment.

The Modules covered in St. Anne's range from Information Technology which includes Spreadsheets, Database, Word Processing, Audio-Typewriting, and Text Production. It also covers Communications which prepares the student for work and covers business English, grammar, spellings, letter and report writing, preparation of curriculum vitae, interview technique, oral presentations, public speaking, telephone technique and much more. The students also cover the latest package on Manual and Computerised Accounts as well as Information and Administration.

The FETAC Level 5 Award not only gives the students a qualification but it enables students to enter third level courses in colleges or universities.

St. Anne's students over the years have taken top places in Information Technology and Business Departments in both private and public sector employment.

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Receptionist Administration