***ST ANNE’S COLLEGE OF FURTHER EDUCATION***

**TULLOW COMMUNITY SCHOOL**

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

**Tel: 059-9151473**

**Email:** [**info@tullowcs.ie**](mailto:info@tullowcs.ie)

**ST ANNE’S ARE DELIGHTED TO INRODUCE THE FOLLOWING COURSE**

**ONE YEAR**

**OFFICE ADMINISTRATION**

**WITH**

**HEALTH CARE FOCUS**

**(FULL-TIME)**

**Enrolments are now taking place for the above Course which will commence in September 2021.**

This course is open to Post Leaving Certificate Students and Mature Students and will qualify students to work in Nursing Homes etc.

**MODULES INCLUDED ARE:**

* **Medical Terminology**
* **Care of the Older Person**
* Text Production
* Word Processing
* Work Experience (in Nursing Home)
* Communications
* Information and Administration
* Database Methods

**This award will enable students who wish to study further to achieve the QQI Level 5, Healthcare Award.**

**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**