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

**TULLOW COMMUNITY SCHOOL**

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

**Tel: 059-9151473 Fax: 059-9151472**

**Email: info@tullowcs.ie**

**COURSE TITLE: OFFICE ADMINISTRATION**

**EXAMINING BODY: QQI**

**COURSE CODE: 5M1997**

Enrolments are now taking place for the following course which will commence in September 2023. If you are looking to upskill, retrain, make new friends, then this is the course for you.

**ONE YEAR ADVANCED BUSINESS AND INFORMATION TECHNOLOGY TRAINING COURSE**

**(FULL-TIME)**

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

**MODULES INCLUDED ARE:**

* Text Production
* Audio-Typewriting
* Word Processing
* Work Experience
* Communications
* Database
* Spreadsheet
* Manual and Computerised Book-keeping
* Information and Administration

**FURTHER STUDIES**

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

**BACK TO EDUCATION GRANTS AND MAINTENANCE GRANTS ARE 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 or Email: info@tullowcs.ie**