



Office Technology & Business Administration

Career Opportunities & Academic Progression

The Office Technology and Business Administration course has been designed to provide learners with the skills, knowledge and confidence required to work as a professional at entry level in the business field. It is also suitable for those who wish to refresh their skills. Those who successfully complete this course will gain FETAC Qualification/s and are ideally equipped with the practical computer, administrative, secretarial and business skills that are the essential tools of the modern office. The course will provide Learners with transferable and highly sought-after skills to avail of new employment opportunities. Graduates of this course may apply for positions in any industry including: Accounting, Computer, Insurance, multinational companies and service industries. It will provide students with an excellent foundation upon which to build a career and progress to professional programmes

Pre-requisites

Open entry: School Leavers, Graduates, Women/Men seeking to re-enter the workplace.

Principal Areas of Study

- Typewriting: Elementary-Intermediate (35 W.P.M)
- Text Production / Input Text
- Style and Layout
- Production of Documents
- Speed and Accuracy

Office Procedures

- Role and Function of the Office
- Practical Office Skills
- Personal Skills
- Customer Service

Preparation for Employment

Interview Techniques / Job Preparation / C.V.

ECDL-European Computer Driving Licence

- Concepts of Information Technology
- Computer Theory & Computer Environment
- Spreadsheets
- Database
- Word Processing
- Presentation
- Information & Communications
- The Internet

