

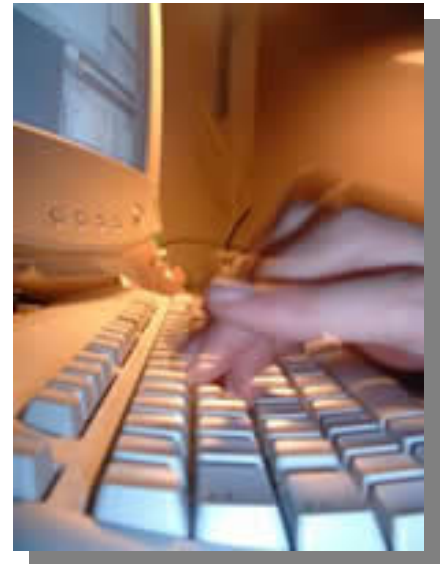
- Flexi-classes and set classes.
- Flexi-payment Option
- Progression to Level 6 Advanced Certificates to Higher Education Courses (Points on your CAO)



BUSINESS / SECRETARIAL STUDIES AWARD - FETAC Code: BBSSX

Course Description:

This business/computer/secretarial intensive course (240 hours plus practice time) using a combination of flexi-class times and set class times, completed within one year, depending on number of hours Learner books, thus enabling Learners to keep a part-time job as they complete their course. This course is designed to enable Learners to gain a broad understanding of information technology, effective office administration, excellent secretarial/reception skills and to learn advanced techniques in all aspects of using computers in the workplace. Learners will also acquire the necessary skills to become proficient typists and learn how to sell their skills and strengths in a commercial setting. **(Please note, classes are small with qualified Trainers/Tutors and at no point, are Learners left to teach themselves by headphone, as in some courses held locally/nationally).**



Course Content includes:

1. Word Processing (*flexi-time*)
2. Information & Administration (*set*)
3. Text Production (*flexi-time*)
4. Dictaphone Typing (*flexi-time*)
5. or Bookkeeping (Man/Comp) (*flexi-time*)
6. Payroll (Manual & Comp) (*flexi-time*)
7. Reception
8. Communications (*flexi-time*)
9. ECDL or another Advanced Module
10. CV Preparation and Interview Techniques
11. Work Experience (*flexi-time*)

Certification:

FETAC Level 5 Award (BBSSX)
ECDL Certification

Awarding Body:

Further Education and Training Awards Council
ICS-Skills (ECDL)

Career Opportunities:

Learners may enter the job market in a wide range of clerical and administrative positions in the private and public sectors. Learners will acquire the skills and qualifications necessary to take up employment in the following areas:

- Office Assistant/Secretary in medium/large companies / Secretary in Solicitors/Doctor/Dentist / Receptionist / Data Input Operator - *Ideal for Office Staff/Learners who would like a formal recognized Business/Secretarial Qualification that is practical and of benefit to both employers and to themselves.*

Entry Requirements:

- Leaving Cert. or Leaving Cert. Applied or Leaving Cert. Vocational Programme or relevant work experience, also a personal interview with Course Director.

Course Fees:

Total: €1,800.00 plus Course Books/Materials
(Flexi-payment Options available – weekly/monthly)

Flexi-payment Options: (home study and practice is required)

Initial Booking Form (full Registration Form on Day 1)

Name: _____ D.O.B. _____

Address: _____

Home Phone: _____ Mobile: _____

Preferred Payment Option:

Full Payment: Flexible Payment Option:

Signed: _____ Date: _____