

## Summary of Course Costs & Course Descriptions 2022/23

*Costs subject to change*

### *Office & Reception Administration*

Course Cost:	Description / payment schedule:		Total
Course Registration Fee	College Registration fee	€300	
			<b>€300</b>
Exam Fee	QQI Exam Fee is included in Course Charge		
Uniform		Nil	Nil
Books & Materials		Nil	Nil
Kits		Nil	Nil
<b>TOTAL:</b>			<b>€300</b>

### Course Description

This is a one- year Course which aims to equip students with the skills necessary to work as an office administrator in a variety of organisations. Work experience in a relevant area will be undertaken one day a week.

### Awarding Body:

QQI – Business Award Level 5 5M2102

### Minimum Entry Requirements:

Leaving Certificate/Leaving Certificate Applied or equivalent standards of education. Exemptions may be granted to mature students. All entry is subject to interview.

### Subjects:

Information & Administration Skills  
Text Production  
Bookkeeping Manual & Computerised  
Word Processing  
Customer Service  
Work Experience  
Reception & Frontline Office Skills  
Business & Administration Skills  
Data Entry Level 4