



Year 1

Office Administration 2010-2011

Registration Fee: €200.00

N.B. Registration Fee must be forwarded with your Application Form

As this secures your place, fee is non refundable

**For full FETAC certification, Students are obliged to take 8 modules
and for the ECDL Certification, students are obliged to take the 7 modules**

- Information & Administration
- Text Production
- Work Experience
- Communications
- Interview Technique & Preparation
- Keyboard Skills
- Computerised Payroll
- Reception & Telephone Training
- Word Processing
- Spreadsheets
- Databases
- Power-Point Presentations
- File Management
- Internet/Email
- IT Theory

Surname: _____ Forename: _____

Address: _____

Telephone No's: _____ Email _____

Date of Birth: _____ Age on 1st Nov: _____ Nationality: _____ Male/Female: _____
(Essential)

Any medical condition or learning difficulty we should know about: _____

Personal Public Service Number: (Essential) _____

Name and Address of contact person: _____

Qualification Prior to enrolment: Jun Cert Leaving Cert LCA LCVP FETAC 3 FETAC 4 Other None

Socio-Economic Background: School Leaver Unemployed Other If other please describe _____

Signature: _____ Date: _____

Applicants accepted on first come, first served basis. A Reserve list applies when the course is oversubscribed. All our courses are subject to an adequate number of applicants, availability of places and may be subject to change. Third Level Grants, VTOS and BTE available. Funded by the Irish Government under the National Development Plan 2000/2006