

# **INFORMATION/DATA PROCESSING WITH OFFICE ADMINISTRATION (5M2067) – Level 5**

This course is designed to provide the Learner with a strong foundation in computers and office applications. The fundamental emphasis of the programme is on developing the Student's proficiency in using computers in the office environment thus enhancing the employment opportunities in the business/information technology (IT) sector.

- **This course prepares you for the world of work and immediate employment**
- **QQI results may be used to progress to further education in Institutes of Technology and universities**

## **ENTRY REQUIREMENTS**

**Education:** No formal education or qualifications are required although applicants may have participated in primary and secondary education. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.

**Aptitude:** Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.

**Previous Experience:** Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

## **COURSE CONTENT**

- Work Experience (5N1356)
- Communications (5N0690)
- Word Processing (5N1358)
- Manual & Computerised Bookkeeping (5N1354)
- Database Methods (5N0783)
- Information & Communication Systems (5N1952)
- Spreadsheet Methods (5N1977)
- Information & Administration (5N1389)

**QQI LEARNING OUTCOMES:** The learning outcomes associated with this award are outlined in the associated Component Specifications.

**LOCATION** Nenagh College, Dromin Road, Nenagh, Co. Tipperary.

**COURSE DATES** 7th September 2020 to 7th May 2021, 09:10 – 13:20 Monday - Friday

**CONTACT** Lucinda Dillon 067 31525 [ldillon@tipperaryetb.ie](mailto:ldillon@tipperaryetb.ie)

**APPLY ONLINE** <https://cms.enrol.ie/nenaghcollege2020/>