



This blended learning programme runs one day per week on Tuesdays. Classes are delivered at the CTEC Centre or online via live Zoom classes.

Class times are 9.30am to 3.30pm with a short break for tea/coffee mid-morning and a half hour break for lunch.

This course is funded by County Wexford Chamber Skillnet under the Skills Connect initiative.



QQI AWARD



CTEC, Norse Gate House,  
St Peter's Sq, Wexford

# Fully Funded QQI 5 Business Administration 5M2468 Award

## Blended Learning Course running on Tuesdays starts 20th September 2022

Business Administration

Microsoft Word

Microsoft Excel

Communications

Work Experience (includes 2 week work placement)

Payroll: Manual & Computerised

Bookkeeping: Manual & Computerised

Computerised Accounts (QQI level 6)

Includes Job Seeking and Interview Preparation Workshop

At the end of the course, the learner will be able to ....

Apply for a range of office administration employment roles including positions in the finance departments of SMEs due to the significant training provided in Excel spreadsheets, bookkeeping and accounts, and payroll. This course will give learners insight and know-how into the workings of the modern business organisation and will also equip the learner with the specific skills to create a wide range of business documentation.

The course will focus on the importance of written, verbal and non-verbal communications as well as digital communications with customers and the wider public while the Work Experience module 2-week work experience placement allows learners to appreciate how the theory and skills learned in the classroom are used in the day to day running of office environment.

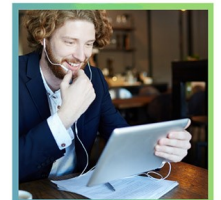
This course provides learners with a recognised QQI qualification at level 5 on the National Framework of Qualifications as well as a level 6 Component award in Computerised Accounts.



An Investment In Your Future

Our Skills Connect programme offers free online training programmes to help workers rapidly reskill and adapt to a changing business landscape.

VISIT [SKILLSCONNECT.IE](https://www.skillsconnect.ie) TO LEARN MORE



Call Sheila on 053-9122226 ext. 2 or 087-7099394 for details or email [sheila@countywexfordchamber.ie](mailto:sheila@countywexfordchamber.ie)

Contact CTEC at [info@ctecwexford.ie](mailto:info@ctecwexford.ie) or 053-9121036