

# Office Skills with ECDL – 4M2070

## Course Aim

The course modules aim to equip learners with necessary knowledge, skills and competencies required to work in an office environment, hotel or other reception skills area.

## Course Eligibility Criteria

One or more of below is required to be eligible for the Back To Education Initiative

- If you did not complete a Full Leaving Certificate **or** Left School Early
- If you are in Receipt of a Social Welfare Payment **or** are a Dependent of Person in Receipt of Social Welfare or hold a Medical Card
- **Priority given to Early School Leavers**

## Entry Requirements

- **Education:** QQI Level 3 or equivalent desirable and good computer skills.
- **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.
- **Pre Course Placement:** Applicants must complete a successful Pre Course Placement session regardless of previous qualifications prior to commencement of the course.
- **Garda Vetting:** All learners will be required to complete Garda Vetting Process on commencement of the course by LMETB.

## Course Content

Title	Module Code
General Office Skills	4N1116
Communications	4N0689
Maths	4N1987
Information Technology Skills	4N1125
Computer Applications	4N1112
Bookkeeping & Accounts	4N2267
Customer Service	4N1989
Work Experience	4N1168
Business English	4N1108
ECDL	ECDL/ICS

## Certification

QQI Level 4 in Office Skills 4M2070 and ECDL Certificate

## Career Opportunities

You could work towards any number of office administration type careers in roles such as Medical Secretary, Legal Secretary, Hotels or general office role. Alternatively, you could utilise the skills gained to progress to Further Education or Third Level.

**Contact: MAEGS**

**Meath Adult Education and Guidance and Information Service**

On **1800 991 898** or email [maegs@lmetb.ie](mailto:maegs@lmetb.ie)



Course Code \_\_\_\_\_

PLSS Code \_\_\_\_\_

**BTEI Programme Meath**  
*See eligibility criteria*

## Course Location

# Kells

ALPHA Learning Centre  
Bective Street,  
Kells.

<b>Start Date:</b>	23 <sup>rd</sup> June 2017
<b>End Date:</b>	16 <sup>th</sup> July 2018
<b>Duration:</b>	45 Weeks
<b>Times</b>	9.30am to 3pm
<b>No of days</b>	2 Days per week

## TimeTable

	Morning	Afternoon	Evening
Mon	✓	✓	
Tue			
Wed			
Thu			
Fri	✓	✓	
Sat			
Sun			

## Facilities

Wheel Chair Accessible  
Paid Parking  
Tea/Coffee Facilities

**Successful Applicants will be contacted by Text offering a place on the course**

[www.lmetb.ie](http://www.lmetb.ie)

[www.fetchcourses.ie](http://www.fetchcourses.ie)

*Courses will only form if there are sufficient numbers.*

*Please Note*

*advance is required*