

ADVANCED CERTIFICATE IN OFFICE MANAGEMENT

COURSE CODE: 6M5013

LEVEL 6



This course facilitates students to develop a range of practical and administrative skills, in order to produce high quality administrative outputs in a range of business contexts. It also provides them with the opportunity to acquire the competencies to work independently or in a supervisory capacity in an administrative role in the private, public or voluntary sector.

Course Content

Module Name	Description
Administration Practice 6N4169	The aim of this module is to equip the student with the necessary skills and knowledge to work in an administrative role within a company.
Customer Service 6N0697	This module will facilitate the student in gaining an in-depth understanding of the customer service function within an organisation and to develop effective customer service skills.
Human Resource Management 6N3750	HR Management enables the student to gain an in-depth understanding of the role and functions of Human Resources within an organisation. Students will acquire and develop the necessary practical, personal and interpersonal skills required to work in a Human Resource Department.
Text Production 6N4945	The purpose of this award is to equip learners with the knowledge, skill and competence to produce a range of documents such as letters, memos, reports etc. to a mailable standard, at a production speed of 45 words per minute.
Audio Transcription 6N4185	The Audio Transcription module allows students to transform verbal and audio materials into text documents. Students will reach a production speed of 45 words per minute.
Spreadsheets 6N4089	Students will learn how to create spreadsheets using Microsoft Excel. The content includes: advanced formulae, charts and graphs, macros, what if analysis, database functions, linking and auditing.
Word Processing 6N4977	This is designed to equip the learner with the knowledge, skills and competence to use a word processing application to produce documents in a variety of contexts to a mailable and publishable standard whilst working autonomously and under general direction. Learners will be able to create documents applying a range of advanced text processing features including – page layout, referencing long documents, adding tables of content, cross referencing, bookmarks, indexes, mail merge, graphics, tables, macros, tracking changes and sharing documents for editing.
Work Experience 6N1946	The Work Experience module will equip the learner with the relevant knowledge, skills and competence to participate in the workplace for a limited time, carrying out work-related tasks autonomously and/or in a supervisory capacity.
Payroll 5N1546	The Payroll module will equip the learner with the knowledge, skills and competence to operate and maintain accurate payroll records using manual and computerised systems for an organisation.

Modules may be subject to change

Career Opportunities

This course provides the basis from which a student may further his/her studies. There is also a wide range of opportunities in the I.T. sector. Other career opportunities include:

Office Work in a supervisory capacity in the following areas:

- PA in Public and Private Companies
- County Councils
- Health Boards
- Solicitors
- Banks
- Accountants
- Human Resource Departments
- Customer Service Departments

Certification

On successful completion of the course, candidates who reach the required standard will receive the following award:

QQI Level 6 Advanced Certificate in Administration (6M5013)

Fees

There are no tuition fees payable to Moate Business College. However, please note that there are costs involved in taking a course, e.g. exam fees, professional body registration fees, etc. A student registration fee must be paid on joining the course.

Grant

Moate Business College students are eligible under the same conditions as any third level institution to apply for the government paid maintenance grant.

Apply to S.U.S.I. on
www.studentfinance.ie

**Moate Business College,
Lake Road, Moate, Co Westmeath
Tel: 090 6481 178
Email: mbcadmin@eircom.net**

Possible Progression from this Course

Progression routes are also available to National Universities of Ireland Colleges (NUI) offering degree programmes.

Athlone Institute of Technology

AL650	Business Level 6
AL653	Office Management Level 6 – Direct entry to year 2
AL663	Business (Sport and Recreation) Level 6
AL850	Business Level 8
AL851	Business and Law Level 8

DCU

DC111	Business Studies Level 8
DC230	Economics, Politics and Law Level 8
DC240	Marketing, Innovation and Technology Level 8

Dublin Institute of Technology

DT303	Marketing Level 6
DT315	Business Studies Level 6
DT324	Business Management Level 6

Carlow Institute of Technology

CW006	Higher Certificate in Business Studies (Wexford) Level 6
CW018	Business (Wexford) Level 8

Sligo College of Technology

SG101	Business Level 6
SG105	Business in Office Administration Level 6
SG108	Business in Accounting Level 6
SG141	Business Level 8

GMIT

GA170	Business Level 7
GA171	Business Information Systems Level 7
GA181	Accounting Level 8
GA869	Business with Administration & ICT Skills Level 6
GA877	Business (Castlebar) Level 7
GA878	Accounting and Financial Management (Castlebar) Level 7

Maynooth University

MH401	Finance Level 8
MH403	Accounting and Finance Level 8
MH404	Business Level 8

