

RECEPTION & ADMINISTRATION

BBSXX



Entry Requirements

- Leaving Certificate with a minimum of 5 passes/Leaving Certificate Applied.
- For mature students, entry will be based on interview/assessment.

Work Experience

Work Experience is an integral part of this course. Students must obtain two weeks work experience in a local office environment. The period of work experience will be specified by the college.

Career Options

Students obtaining certification in this course may progress to selected courses in third level colleges under the Higher Education Links Scheme. Other options include entering direct employment as trainees in the following areas:

- Accounts
- Payroll
- Hotel Reception
- Medical Reception
- Dental Reception
- Government Agencies
- Insurance Companies

Course Description

One-year full-time intensive course designed to equip students with the necessary practical, personal and interpersonal skills to deal with front-line reception duties and general administration in today's working environment.

Course Content

- Reception
- Customer Service
- Word Processing (MS Word)
- Data Entry
- Spreadsheet Methods (MS Excel)
- Payroll
Manual and Computerised (Quickpay)
- The Internet
E-mail
Web Search Strategies
Web Design
- Communications
- Work Experience

Certification

FETAC National Vocational Certificate Level 5 (BBSXX)

The College's Career Guidance Counsellor is available throughout the year by appointment to discuss and advise.

For further information contact

Director of PLC Courses
Tel (053) 9122753
Fax (053) 9122315



Wexford Vocational College
www.wexfordvocational.com
E-mail plc@wexfordvocational.com