

## Course Information

For further information and application requirements on this course or other courses on offer by the Kerry ETB Training Centre please contact:

**Kerry ETB Training Centre,  
Monavalley Industrial Estate, Tralee, Co. Kerry**  
**Phone:** 066 714 9600 / 066 714 9638 / 066 714 9676  
**Email:** [training@kerryetbtrainingcentre.ie](mailto:training@kerryetbtrainingcentre.ie)  
**Website:** [www.kerryetbtrainingcentre.ie](http://www.kerryetbtrainingcentre.ie)

**Or alternatively contact your local Intreo Office  
or Local Employment Services office.**



EUROPEAN UNION  
Investing in your future  
European Social Fund



Ireland's European Structural and  
Investment Funds Programmes  
2014-2020  
Co-funded by the Irish Government  
and the European Union

SOLAS

An tSáraithe Oideachais, Leasúnaigh agus Scileanna  
Further Education and Training Authority



## BUSINESS ADMINISTRATION

WITH LEGAL

(ET07061)

DURATION: 50 Weeks



KERRY ETB  
TRAINING CENTRE



BORD OIDEACHAIS  
AGUS OILIGNA CHAIRRE  
KERRY EDUCATION  
AND TRAINING BOARD



# BUSINESS ADMINISTRATION WITH LEGAL (ET07061)

## Introduction

This course is for people who wish to pursue careers in office administration. It offers participants the opportunity to develop the knowledge, skills and competencies required to carry out the administration tasks found in a diverse range of office settings including legal offices. They will learn how to operating a range of office equipment, organise and file records including electronic case management systems, accurately carry out audio transcription and copy typing, producing documents and letters, deal with enquiries, meet and greet clients, organise diaries and appointments, handle petty cash and record payments, organise the post, maintain manual and computerised bookkeeping records, and set up and maintain manual and computerise payroll systems. The learning outcomes are firmly focused on enabling participants to gain employment as office administrators or to progress to year 2 of the Advanced Certificate in Office Information Systems at the Institute of Technology Tralee.

## What you'll study – Course Modules:

- **Induction** - The planned outcomes and conditions attached to attendance on the course; good safety, health and hygiene practices; the basic principles involved in environmental issues; and the meaning of equal opportunities.
- **Audio Transcription** - Perform audio transcription tasks e.g. operate an audio transcription unit, understand the conventions of written language and numeracy, apply appropriate layout and presentation, and produce documents to a mailable standard.
- **Bookkeeping Manual and Computerised** - Produce and maintain accurate bookkeeping records for a range of organisations using manual and computerised systems.
- **Business Administration** - Develop knowledge, skills and competence in the administration requirements of a range of organisations and operate effectively under supervision in a variety of administration contexts.
- **Business Law** - Develop knowledge, skills and competence in the principles and practices of business law and their impact on a range of business organisations.
- **Customer Service** - Understand the value of the customer service discipline and provide effective customer service within a work, social or voluntary environment, while operating independently or as part of a team.
- **Database Methods** - Develop an understanding of databases and use database software tools and techniques to create and modify a range of databases.
- **Information and Administration** - Understand the various systems and methods used for processing information within organisations and use these effectively under supervision in a range of organisations.
- **Legal Practice and Procedures** - Develop knowledge, skills and competence in legal practice and principles and appreciate the role of law in a range of vocational and personal contexts.

- **Payroll Manual and Computerised** - Operate and maintain accurate payroll records for an organisation using manual and computerised systems.
- **Spreadsheet Methods** - Develop an understanding of spreadsheets and create and modify spreadsheets using common spreadsheet features.
- **Word Processing** - Develop an understanding of word processing software tools and use a word processing application to produce documents in a variety of contexts to a mailable and publishable standard.
- **Work Experience** - Participate in a suitable work placement under supervision for a limited time.

## Certification.

QQI Level 5 Major Award in Business Administration (5M2468).

## Course Delivery Methods.

This is a full-time course of 50 weeks duration. It includes 5 weeks work placement in a company.

A number of training methods are used to deliver the course. These include instructions, presentations, demonstrations, supervised practice, practical work training, discussion groups, role plays, and giving and receiving feedback. Participants are required to actively participate in the learning process and engage in course work outside of course hours. They must complete a number of written and typed exercises and assignments throughout the course and keep up-to-date records of their progress. A number of methods are used to assess the participants' progress and for certification purposes. These include assignments, theory exams, practical exams, project work, portfolios, learner records and skills demonstrations.

## Entry Requirements.

### Do you meet the following Criteria?

- Reached the statutory school leaving age.
- Achieved a standard of knowledge, skill and competence equivalent to NFO Level 4.
- Have a genuine interest in completing the course and pursuing a career in office administration.
- Possess a moderate range of knowledge, skills and competencies relevant to the course.
- Be self-motivated and responsible in the workplace.
- Have the ability to acquire the knowledge, skills and competencies set out in the course.
- Punctuality, full attendance and a commitment to study are essential.

## Typical Employment Opportunities.

The majority of companies and organisation across all business sectors employ office administrators. Graduates from this course are well positioned to seek employment in a variety of office jobs, particularly in jobs that require multi-skilled, flexible and adaptable personnel. Some graduates may decide to progress to higher level courses. Suitably qualifying graduates have the option of progressing to year 2 of the Advanced Certificate in Office Information Systems at the Institute of Technology Tralee.