

Office Support Skills

How To Get That Job



The aim of the programme is to enable you develop the knowledge, skills and competence to work in an office environment, under supervision, offering efficient customer service and performing a range of administrative functions using the internet, word processing, database, spreadsheets and computer graphics.

**Includes 4 Weeks Work
Placement**

Modules:

Computer Applications
Customer Service
General Office E Skills
Information Technology Skills

Code: **DN09831**

Location: **Balbriggan**

Duration: **16 Weeks**

Course Fee Waivers
May Apply

**Upon successful completion of this course
participants are guaranteed an interview with
the Passport office**

For more information call our Course Recruitment Team 018167400 or email: blrecruit@ddletb.ie



Baldoyle Training Centre



@baldoyleTC

[Www.dublintrainingcentres.ie](http://www.dublintrainingcentres.ie)