

LEGAL & MEDICAL ADMINISTRATION

(Office Administration)

Post Leaving Certificate QQI Level 5

(Course Code: 5M1997)

This one-year programme will equip students with the skills to operate efficiently as a medical or legal secretary. Students will receive specialised training in the use of medical terminology, which will assist them to secure employment in healthcare administration. Students will also study the Irish legal system and gain an insight to the work of the legal profession.

Duration:

One year, full-time, September 2017 - May 2018

Modules*:

1. Information and Administration
2. Text Production
3. Word Processing
4. Audio Transcription
5. Legal Practice and Procedures
6. Medical Terminology
7. Personal Effectiveness
8. Work Experience



**Modules subject to change*

Entry requirements:

Leaving Certificate or QQI Level 4 or equivalent standard of education.

All applicants must attend for interview and online assessment to determine suitability for programme. Garda Vetting is required to complete Work Experience.

Fees:

€200	Registration Fee (payable by all students)
€200	PLC Government Levy (some exemptions apply)
€50	QQI Certification Fee (some exemptions apply)

Employment Opportunities:

Employment opportunities include working as a medical secretary or a legal secretary in a variety of office environments.

**Students may be eligible to apply for the SUSI Grant
 or the Back to Education Allowance.**

Links to Third Level



Maynooth University (NUIM)

MH101	Arts (Level 8)
MH107	Social Science (Level 8)
MH108	European Studies (Level 8)
MH401*	Finance (Level 8)
MH407*	Business and Accounting (Level 8)
MH411*	Entrepreneurship (Level 8)

Galway-Mayo IT (GMIT)

GA170	Business (Level 7)
GA174	Business in Marketing and Sales (Level 7)
GA175	Business in Finance (Level 7)
GA176	Business with Entrepreneurship (Level 7)
GA182	Business (Level 8)

Dublin Institute of Technology (DIT)

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

Athlone Institute of Technology (AIT)

AL650	Business (Level 6)
AL753	Office Management & Administration (Level 7)
AL750*	Business Computing (Level 7)
AL851	Business and Law (Level 8)
AL850	Business (Level 8)

Carlow Institute of Technology (Carlow IT)

CW926	Business with Law (Level 6)
CW706	Legal Studies (Level 6)
CW927	Business Administration (Level 7)
CW938	Business with Law (Level 8)
CW908	Business (Level 8)

*Leaving Certificate Maths or QQI Level 5 Maths are an additional requirement for entry into these courses. LOETB will provide QQI Level 5 Maths if required.

How to apply for Legal & Medical Administration (QQI Level 5)

Contact us directly for an application form at:

Tullamore Further Education & Training Centre,
3rd Floor, Castle Buildings,
Tara Street, Tullamore

T: 057 93 49424

E: tullamoreplc@loetb.ie

www.loetb.ie

