

DURATION

The course lasts 2 years, i.e. 6 terms (5 in college and 1 spent on industry placement). Learning is divided into modules which are grouped in 2 courses making up a total of 2000 hours.

"The mind is like a parachute, it only works if opened."

Albert Einstein

VALIDATIONS

This course allows direct access to the university degrees within the same area. Specific access conditions for each degree must be carefully checked.

To facilitate the validation process, learning modules are structured into 120 ECTS credits.



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**OFFICE DIRECTOR TECHNICIAN -
ACCOUNTS AND ADMINISTRATION
TECHNICIAN**

HIGHER VOCATIONAL TRAINING LEVEL 6

Department: Administration and Management.
Europass level: EQF-5
International Standard Classification: CINE-5b

IES AS FONTIÑAS



By Jo Repath

- In-person and remote learning.
- Internships in leading companies.
- Erasmus+ mobility opportunities.
- Job bank service.
- High employment rate.

SUBJECTS (MODULES)

YEAR 1

COMMON SUBJECTS TO BOTH COURSES:

Communication and Customer Service
Professional Training and Guidance
Business English
Office Automation and Information Processing
Holistic Approach to Business Processes
Human Resources and Corporate Social Responsibility
Management of Legal and Business Documents

YEAR 2

ACCOUNTS AND ADMINISTRATION TECHNICIAN

Project on Administration and Finance
Business Simulation
Human Resources Management
Financial Management
Logistics and Commercial Management
On-the-Job training

OFFICE DIRECTOR TECHNICIAN

Organization of Corporate Events
Business Protocol
Project on Management Assistance
Second Foreign Language (French)
Advanced Management of Information
On-the-Job training

SKILLS AND KNOWLEDGE

ACCOUNTS AND ADMINISTRATION MANAGER

Organising and implementing management and administration procedures in the fields of marketing, accounts and finance both in public and private companies.

Applying quality management regulations and protocols and managing information, always ensuring customer and user satisfaction.

Compliance to the rules of occupational risk prevention and environmental protection.



By Ramón Conde

OFFICE DIRECTOR TECHNICIAN

Assisting the senior management and other departments with administrative and documentary tasks, as well as in the organisation and representation of the company.

Managing information and handling incoming and outgoing communications.

Carrying out tasks by delegation, if necessary in English or French.

Applying regulations and quality control protocols that ensure customer and user satisfaction.

Compliance to the rules of occupational risk prevention and environmental protection.

SOFTWARE WE USE



CONTASOL



FACTUSOL



NOMINASOL

odoo

Google



YouTube

