



ADMINISTRATION

Beauty Sales Consultant

This QQI Level 5 certificate aims to develop beauty product expertise while at the same time providing the practical selling and reception skills so essential to beauty consultancy in the retail sector

Features:

- Two week work placement
- Phorest Salon Package
- Professional guest lecturers
- *Pitstop* Leadership Programme from Common Purpose for selected students.

Duration: 1 year

Entry Requirements:

Leaving Certificate or equivalent to include English. For mature applicants experience will be considered *in lieu* of formal qualifications.

Certification:

QQI Level 5 Certificate in Retail Practice 5M2105, Level 2 Certificate in Make up ITEC.

Course Content:

- Customer Service 5N0972
- Digital Marketing 5N1364
- Skincare, Eye treatments and Make-up 5N3466
- Retail Administration 5N1860
- Retail Display 5N1861
- Manicure Pedicure and Waxing 5N3467
- Retail Selling 5N1619
- Teamworking 5N1367
- Work Experience 5N1356
- ITEC Certificate in Make-up

Progressions:

CCOC QQI Level 6 Advanced Certificate in Business, Beauty Specialist (Business 6M4985)

Career Opportunities:

Beauty counters in large department stores, self employment, beauty advisor/reception in salons and spas.

Course Fees: €1050 including kits, uniforms and QQI examination fees.
(Medical card holders exempt from €250)

Contact: Orla O'Riordan (021) 4223825
ooriordan@ccoc.ie

Legal Administration

This QQI Level 5 certificate is of value to those who are interested in working as Legal Administrators or who would like to prepare for a career in the legal profession by progressing to Higher Education.

Features:

- Two week work placement
- Professional guest lecturers
- Training in Case Management System, Legal Evolve
- Participation in Law Workshop in UCC
- Court visits

Duration: 1 year

Entry Requirements:

Leaving Certificate to include English. For mature applicants experience will be considered *in lieu* of formal qualifications.

Certification:

QQI Level 5 Certificate in Legal Studies 5M3789

Course Content:

- Audio Transcription 5N1549
- Business Law 5N2091
- Communications 5N0690
- Criminal Law 5N3787
- Database Methods 5N0783
- Legal Practice and Procedures 5N1394
- Text Production 5N1422
- Work Experience 5N1356

Progressions:

CCOC QQI Advanced Certificate in Legal Administration (Business 6M4985)

Great progression links to UCC, CIT and other Higher Education colleges, see our website for details.

Career Opportunities:

Legal secretary in the legal department of a business or in a solicitors office.

Course Fees: €500 including QQI examination fees.
(Medical card holders exempt from €250)

Contact: Fiona Hennessy (021)4223822
Email: fhennessy@ccoc.ie



APPLY ONLINE

www.corkcollegeofcommerce.ie