

Accounts Administration

COURSE CONTENT

Business Administration Skills	5N1610
Bookkeeping Manual & Computerised	5N1354
Word Processing	5N1358
Teamworking	5N1367
Work Experience	5N1356
Spreadsheet Methods	5N1977
Payroll Manual & Computerised	5N1546
Digital Presentations	5N0653

INTRODUCTION

This course provides the knowledge and skills for those who would like to work in the accounts administration section of a company. Students gain expertise in general administration and specialize in accounts based skills. Students participate in

- Professional guest lectures
- *Pitstop* Leadership Programme from Common Purpose for selected students
- Jobs seminar

ENTRY REQUIREMENTS

Leaving Certificate, LCA or QQI Level 4. Mature students are exempt from Leaving Certificate requirement. All applicants are interviewed.

CERTIFICATION

QQI Level 5 Certificate in Business Administration 5M2468

QQI Component Maths 5N1833 (available as option in evening for learners requiring Maths for progression)

WORK PLACEMENT/EXPERIENCE

Students undertake a block work placement of 2 weeks in an office environment.

EDUCATION PROGRESSION OPPORTUNITIES

CCOC QQI Level 6 Advanced Certificate in Administration 6M5013. Great progression opportunities to UCC and other Higher Education colleges. Special arrangements in place with CIT (CCPS), Tralee IT and Waterford IT for preferential entry for College of Commerce students. Up to 390 CAO points for any Institute of Technology can be attained by successful completion of this course.

CAREER OPPORTUNITIES

Accounts departments, any business office environment. All students can access the Jobs Advice Hub (see pg. 85). Graduates can subscribe to 'CCOC college jobs register' and CCOC LinkedIn alumni for up to date vacancies and networking.

COURSE SPECIFIC CONTACT DETAILS

For further information email:
administration@ccoc.ie
(021) 4223825

Course fees outlined on
www.corkcollegeofcommerce.ie