

Business

COURSE CONTENT

Accounting - Manual & Computerised	5N1348
Applied Economics	5N1350
Business Administration Skills	5N1610
Communications	5N0690
Marketing Practice	5N1400
Spreadsheet Methods	5N1977
Work Experience	5N1356
Statistics	5N2066
Word Processing	5N1358
Chinese CCOC/ German (optional)	4N1173

INTRODUCTION

This course is a broad based programme providing an excellent grounding in the skills and knowledge required in a modern business setting allowing the student to enter the workplace or progress to Higher Education at the end of the course. Students participate in

- *Optional* Chinese or German
- Professional guest lectures
- Pitstop Leadership Programme from Common Purpose for selected students

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 Studies 5M2102

QQI Component Maths 5N1833 (available as option in evening for learners requiring Maths for progression. CCOC Certificate in Chinese (optional)

WORK PLACEMENT/EXPERIENCE

Students undertake a block work placement of 2 weeks in a business/industry environment.

EDUCATION PROGRESSION OPPORTUNITIES

CCOC QQI Level 6 Advanced Certificate in Business 6M4985

CCOC QQI Level 6 Advanced Certificate in Administration 6M5013

CCOC QQI Level 6 Advanced Certificate in Tourism and Hospitality (Tourism with Business) 6M5012

CCOC QQI Level 6 Advanced Certificate in Marketing and Event Management (Business) 6M4985

Excellent 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 Assistant, Marketing/Sales Representative, Junior Office Administrator/Data Entry, Customer Service Assistant. 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:
business@ccoc.ie
(021) 4223850

Course fees outlined on
www.corkcollegeofcommerce.ie