

Essential IT for the Office

COURSE CONTENT

Office Informatics	5N18295
The Internet	5N1611
Communications	5N0690
Database Methods	5N0783
Spreadsheet Methods	5N1977
Work Experience	5N1356
Word Processing	5N1358
Digital Presentations	5N0563
Bookkeeping Manual & Computerised	5N1354

INTRODUCTION

This course provides the knowledge and skills for employment in office administration. Particular emphasis is placed on IT applications within an office environment. Our new certificate in Office Informatics provides a new dimension to the programme and assists students in integrating all of the knowledge and skills they gain into a complete understanding of the office arena. 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 Office Informatics 5M18294

QQI Component Maths 5N1833 (available as option in evening for learners needing 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

Any business office environment. Past students have been employed in numerous administrative positions such as Apple Computers, UCC, Cork City Council, Cork County Council and many other businesses. 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