

Estate Agency Administration

INTRODUCTION

This course provides the knowledge and skills for those who would like to work in administration in Property Management Services, Auctioneers and Valuers and Property companies. Students gain expertise in general administration and specialize in valuation and estate agency practice. 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

Progression options include BSc (Hons) Property Economics (Val Survey) DT110, BSc (Ord) Auctioneering, Valuation & Estate Management- or BSc (Hons) Real Estate (Prop. Val & Management) - LC242. Successful candidates are eligible to apply for entry to the IPAV Higher Certificate in Real Estate (Valuation Sale and Management) part time course in ITT Dublin. Other progression options to UCC, CIT and other higher education colleges exist, see our Progressions database for details..

CAREER OPPORTUNITIES

Property Management, estate agencies. 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 CONTENT

Business Law	5N2091
Valuation	5N3928
Estate Agency Practice	5N3025
Business Administration Skills	5N1610
Bookkeeping Manual & Computerised	5N1354
Word Processing	5N1358
Customer Service	5N0972
Work Experience	5N1356
Spreadsheet Methods	5N1977

COURSE SPECIFIC CONTACT DETAILS

For further information email:
estateagency@ccoc.ie
(021) 4223822

Course fees outlined on
www.corkcollegeofcommerce.ie