

HR Administration

COURSE CONTENT

Human Resources	5N3586
Information & Communication Systems	5N1952
Word Processing	5N1358
Employment Law	5N3785
Communications	5N0690
Spreadsheet Methods	5N1977
Database Methods	5N0783
Work Experience	5N1356
Payroll Manual & Computerised	5N1546

INTRODUCTION

This course provides students with skills and knowledge specifically for the Human Resources area within the administration sector. An introduction to the areas of recruitment, staff training and development, the rights and responsibilities of employers plus other general industrial relations issues are covered in the course. The students participate in

- Professional guest lectures
- *Pitstop Leadership* Programme from Common Purpose for selected students
- Site visit
- 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 Information Processing 5M2067

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 (Advanced HR Administration)

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 CIT can be attained by successful completion of this course.

CAREER OPPORTUNITIES

This course will lead to employment opportunities in the recruitment, human resource and personnel departments in a variety of companies. Successful graduates of the course will be fully qualified to take up employment in any modern 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