

Legal Administration

INTRODUCTION

This course is of value to those who are interested in working as Legal Administrators or who would like to prepare for a career in the legal profession by progressing to Higher Education. It is a useful pre-university option. The students learn all of the pertinent legal terms desirable to work in a legal office, receive a good grounding in basic law and a feel for the specialism they have chosen. Students participate in

- Professional guest lectures
- Training in Case Management System, Legal Evolve
- Participation in Law Workshop in UCC
- Court visits

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 Legal Studies 5M3789

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

CCOC Certificate in Legal Evolve

WORK PLACEMENT/EXPERIENCE

Students will undertake a block placement of two weeks in the administrative offices of legal firms.

EDUCATION PROGRESSION OPPORTUNITIES

CCOC QQI Advanced Certificate in Legal Administration (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

As a graduate of this course you can pursue careers in a range of area including legal secretary, legal researcher, paralegal work and general administration.

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

Family Law	5N3786
Criminal Law	5N3787
Audio Transcription	5N1549
Business Law	5N2091
Communications	5N0690
Database Methods	5N0783
Legal Practice & Procedures	5N1394
Text Production	5N1422
Work Experience	5N1356

COURSE SPECIFIC CONTACT DETAILS

For further information email:

legal@ccoc.ie
(021) 4223822

Course fees outlined on
www.corkcollegeofcommerce.ie