

Medical & Dental Reception

COURSE CONTENT

Information & Administration	5N1389
Text Production	5N1422
Medical Terminology	5N2428
Communications	5N0690
Spreadsheet Methods	5N1977
Database Methods	5N0783
Work Experience	5N1356
Word Processing	5N1358
Socrates Medical Package	
Infection prevention & Control	

INTRODUCTION

This course provides students with skills and knowledge specifically for the medical, dental and general health sector. All of the required office specialisms couple with medical terminology and use of the Socrates medical package meaning that students are well equipped to go to the workplace. Students participate in

- Socrates Medical Package training
- 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 Administration 5M1997

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

CCOC Socrates Certificate

CCOC Infection, Prevention and Control certificate

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

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

Medical and Dental Administration and Reception, general practices, hospital and care facilities. Former students have been employed in the Blackrock Primary Care Centre and other large and small health related environments. 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