

Office Management

INTRODUCTION

This course builds on the knowledge of QQI certificate Level 5 related courses. Students are encouraged to develop and improve their existing skills to a higher level. The college experience will help to increase the student's expertise to position themselves for job progression. Students participate in

- *Common Purpose Pitstop* Leadership Programme for selected students
- Professional guest lectures

ENTRY REQUIREMENTS

For entry to Level 6 a full QQI Level 5 Award in a complementary area is required. All applicants are interviewed.

CERTIFICATION

QQI Level 6 Advanced Certificate in Administration 6M5013

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

Hotsoft (property management front office package) certificate

WORK PLACEMENT/EXPERIENCE

Students will undertake work experience one day per week in a management/administrative/organization setting for the duration of the course.

EDUCATION PROGRESSION OPPORTUNITIES

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

Supervisory roles in administration 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 CONTENT

Administration Practice	6N4169
Customer Service	6N0697
Word Processing	6N4977
Spreadsheets	6N4089
Human Resource Management	6N3750
Digital Presentation	5N0563
Text Production or Front Office Skills	6N4945 6N4186
Managing People or Leadership	6N3945 6N2191
Work Experience 6N1946	6N1946

COURSE SPECIFIC CONTACT DETAILS

For further information email:
advancedadministration@ccoc.ie
(021) 4223835

Course fees outlined on
www.corkcollegeofcommerce.ie