

Advanced Legal Administration

COURSE CONTENT

Business Law	6N4045
Business Management	6N4310
Civil Litigation	6N4125
Communications	6N1950
Employment Law	6N4322
Text Production	6N4945
Work Experience	6N1946
Audio Transcription	6N4185

INTRODUCTION

This advanced course builds on the knowledge of the QQI certificate Level 5 related courses (a background in business/legal administration subjects is advisable) and enables students to gain a more in depth knowledge of the legal arena. Students participate in

- *Common Purpose Pitstop* Leadership Programme for selected students
- Professional guest lectures
- Training in a Case Management System, Legal Evolve
- Participation in a Law Workshop in UCC
- Court visits

ENTRY REQUIREMENTS

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

CERTIFICATION

QQI Level 6 Advanced Certificate in Business 6M4985

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 work experience one day per week in a business 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

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

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:

legal@ccoc.ie
(021) 4223822

Course fees outlined on
www.corkcollegeofcommerce.ie