

# Accounts Administration

## INTRODUCTION

If you have a flair for numbers and an interest in working in the financial side of any business office then this is the perfect course for you. Gain expertise in supporting the management of finances in any company environment or be the 'go to' person for accounts in the office of a small business.

## ENTRY REQUIREMENTS

Leaving Certificate, LCA or QQI Level 4. Mature students are exempt from Leaving Certificate requirement. All applicants are interviewed. An offer of a place on this course is contingent on the applicant meeting the entry requirements set out here and satisfactory presentation at interview.

## CERTIFICATION

QQI Level 5 Certificate in Business Administration 5M2468.

QQI Component Maths 5N1833 (available as option in the 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

**CIT/MTU:** Business Studies (CR021)

**UCC:** Commerce (CK201)

**CCOC:** QQI Level 6 Advanced Business & Administration 6M4985, QQI Level 6 Advanced Marketing with Event Management 6M4985

Special arrangements in place with CIT/MTU (CCPS) and Tralee IT/MTU and Waterford IT for preferential entry for CCOC students. Up to 390 CAO points for any Institute of Technology can be attained. Go to our progressions database at <https://corkcollegeofcommerce.ie/progressions/> for exact requirements on progressions for this course.

## CAREER OPPORTUNITIES

Accounts Administration staff can perform a wide range of finance support roles in any business office environment. Qualified to engage in a wide range of bookkeeping and payroll roles within a busy office and with experience gained the opportunity to pursue an Accounting Technicians Qualification is the next step in having a successful career in this area.

## COURSE CONTENT

Business Administration Skills	5N1610
Bookkeeping Manual & Computerised QQI	5N1354
Word Processing	5N1358
Teamworking	5N1367
Work Experience	5N1356
Spreadsheet Methods	5N1977
Payroll Manual & Computerised	5N1546
Digital Presentations	5N0653
Financial Services	5N1383

### Additional Training/Workshops

Data Protection

Microsoft Outlook

## CONTACT DETAILS

For further information email:

**accounting@ccoc.ie**

**(021) 4223808**

Course fees outlined on  
**[www.corkcollegeofcommerce.ie](http://www.corkcollegeofcommerce.ie)**