

Estate Agency Administration

INTRODUCTION

Have you an interest in the property sector and would like to work in a busy Property Management Services, Auctioneers or Valuers as part of the admin team? Then this is the course for you. You will learn all of the necessary administration skills coupled with a specialisation in Valuation and Estate Agency Practice. This course also provides an opportunity to get familiar with the sector prior to considering the Apprenticeship in Auctioneering & Property Services.

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 5M2102

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

myhome.ie Certificate

WORK PLACEMENT/EXPERIENCE

Students undertake a block work placement of 2 weeks in an estate agency/auctioneers office.

EDUCATION PROGRESSION OPPORTUNITIES

TU Dublin: TU731 BSc Auctioneering, Valuation & Estate Agency, TU836 BSc Property Economics (Valuation Surveying) L8 **LIT:** LC242 BSc Property Valuation and Management, LC248 BSc Built Environment (Common Entry) **CCOC:** Auctioneering & Property Services Apprenticeship, QQI Level 6 Advanced Business & Administration 6M4985, QQI Level 6 Advanced Marketing with Event Management (Business) 6M4985.

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

CAREER OPPORTUNITIES

Administration roles in Auctioneering, Property Management etc.

COURSE CONTENT

Valuation	5N3028
Estate Agency Practice	5N3025
Business Administration Skills	5N1610
Marketing Practice	5N1400
Word Processing	5N1358
Customer Service	5N0972
Work Experience	5N1356
Spreadsheet Methods	5N1977
Additional Training/Workshops	
myhome.ie software	
Safety & Health	
Microsoft Outlook	
Data Protection	

myhome.ie™

CONTACT DETAILS

For further information email:
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(021) 4223807

Course fees outlined on
www.corkcollegeofcommerce.ie