

FIT-Business Administration Skills

COURSE CONTENT	
Business Administration Skills	5N1610
Book-Keeping Manual & Computerised	5N1354
Word Processing	5N1358
Communications	5N0690
Reception & Frontline Skills	5N1407
Work Experience	5N1356
Digital Presentations	5N0563
Spreadsheet Methods	5N1977
Additional Training/Workshops	
FIT Employment supports - CV workshops, interview skills, mock interviews	

INTRODUCTION

If you have been unemployed for some time or wish to retrain or reskill to return to the workplace then this is the course for you. You can learn all of the skills needed to pursue employment in a sector where there are huge opportunities at this time. Study in a supported mentored environment to release your potential. Students participate in site visits and have access to Skillsport online learning.

ENTRY REQUIREMENTS

Long term unemployed with no previous educational qualification higher than FETAC/QQI Level 4; applicants should be aged 21 and over and in receipt of social welfare payment. Applications through FIT at (021) 2428755, www.fit.ie or contact your Local Intreo Centre. Application can also be made directly to the college, through the college website. 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 a variety of settings e.g. customer service, back office or shared services. Students are required to source their own work experience and will be supported by FIT in this effort. During the course FIT personnel provide backup for work experience, mentor the learners and provide follow up after the work experience has been completed.

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 (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

Graduates are well placed to take up positions in either back or front office administration and customer service within any organization. Graduates have found employment in retail, customer care and general administration.

CONTACT DETAILS

For further information email:
FITcourses@ccoc.ie
(021) 4223836

Course fees outlined on
www.corkcollegeofcommerce.ie