

Human Resource – Admin Specialist

COURSE CONTENT	
Human Resources	5N3586
Information & Communication Systems	5N1952
Word Processing	5N1358
Employment Law	5N3785
Communications	5N0690
Spreadsheet Methods	5N1977
Database Methods	5N0783
Work Experience	5N1356
Payroll Manual & Computerised	5N1546
Additional Training/Workshops	
Microsoft Outlook	
Digital Marketing	
Data Protection	

INTRODUCTION

If you have a passion for organisation and would love to have an admin role in the busy human resources section of a company then this is your course. Get to grips with knowledge on staff training, recruitment, employers rights and responsibilities and all that happens in the industrial relations arena and take that step.

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 Information Processing 5M2067

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 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

This course will lead to employment opportunities in the recruitment, human resource and personnel departments in a variety of companies. Successful graduates of the course will be fully qualified to take up employment in any modern office environment.

CONTACT DETAILS

For further information email:
administration@ccoc.ie
(021) 4223825

Course fees outlined on
www.corkcollegeofcommerce.ie