

Legal Administration

COURSE CONTENT

Family Law	5N3786
Spreadsheet Methods	5N1977
Audio Transcription	5N1549
Business Law	5N2091
Communications	5N0690
Legal Practice & Procedures	5N1394
Text Production	5N1422
Work Experience	5N1356

Additional Training/Workshops

Legal Evolve (Case Management System)

Telephone Etiquette

INTRODUCTION

This course doubles up as a pre-university option for those wishing to get a degree or for those who want to go straight to work in a legal office. Learn all of the important legal terms, get a grounding in many aspects of the law and get a feel for your future in the legal profession. Students participate in court visits and a law workshop in UCC.

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 Legal Studies 5M3789

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

CCOC Certificate in Legal Evolve

WORK PLACEMENT/EXPERIENCE

Students will undertake a block placement of two weeks in the administrative offices of legal firms.

EDUCATION PROGRESSION OPPORTUNITIES

UCC: Law (CK301) **UCC:** Law and Business (CK307) **UL:** LM028 Criminal Justice, LM029 Law Plus **WIT:** Law (WD140) **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

As a graduate of this course you can pursue careers in a range of areas including legal secretary, legal researcher, paralegal work and general administration.

CONTACT DETAILS

For further information email:

legal@ccoc.ie

(021) 4223832

Course fees outlined on
www.corkcollegeofcommerce.ie