

# Medical & Dental Reception

## COURSE CONTENT

Information & Administration	5N1389
Text Production	5N1422
Medical Terminology	5N2428
Communications	5N0690
Spreadsheet Methods	5N1977
Database Methods	5N0783
Work Experience	5N1356
Word Processing	5N1358

### Additional Training/Workshops

CCOC Socrates Medical Package
CCOC Infection Prevention & Control
First Aid
Microsoft Outlook
Data Protection

## CONTACT DETAILS

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

Course fees outlined on  
**www.corkcollegeofcommerce.ie**

## INTRODUCTION

If you are an organised person and would love to work in administration in a busy doctors, dentists, hospital or other healthcare environment then this course is perfect for you. The admin team member in these environments is the person who sensitively deals with vulnerable clients to ensure that they are professionally dealt with. If you can see yourself in that role then this is the right course for you.

## 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 Office Administration 5M1997  
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), Business Administration (CR022) **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

Medical and Dental Administration and Reception, general practices, hospital and care facilities. Former students have been employed in Primary Care Centres, hospitals and other large and small health related environments.