

# ADVANCED ADMINISTRATION WITH HUMAN RESOURCES

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DURATION

Coláiste Phobal Ros Cré  
– One Year

### COURSE OVERVIEW

This course is aimed at those who wish to work as first line supervisors or business administrators within a wide variety of careers. This course will provide an extensive grounding in the necessary I.T., Management and Human Resource skills required for supervisory positions.

### AREAS OF STUDY

- Business Management
  - Word Processing
  - Spreadsheets
  - Customer Service
  - Work Experience
  - Web Authoring
  - Managing People
- Plus Level 5 QQI component*  
Payroll - manual and computerised



### CERTIFICATION

Business (6M4985) – QQI Level 6

### ENTRY REQUIREMENTS

Candidates are advised to have completed a QQI Level 5 certificate. Evidence of relevant prior achievement/experience will be considered.  
***The Garda vetting process must be completed when applying for this course.***

### FURTHER STUDY

Coláiste Phobal Ros Cré has Progression and Cooperation Agreements with Limerick Institute of Technology, Carlow Institute of Technology and Waterford Institute of Technology

Candidates who hold a full Level 6 QQI Award may be considered eligible to apply for entry into Year 2 of related courses in Institutes of Technology or progress through the Higher Education Links Scheme.

*"I progressed to this Level 6 course after completing Level 5 Business in the Coláiste. I enjoyed the course immensely and have learned so much. On completion, I received a full-time job and have recently been promoted to manager. It was this course that helped me achieve this!"*  
**Patricia Moloney**

### EMPLOYMENT OPPORTUNITIES

It is envisaged that award holders, directly entering into the workplace, will possess the necessary skills to fill supervisory or junior management roles within small and medium enterprises. Opportunities may also exist within the management of childcare facilities, crèches, nursing homes and front office environments such as banking, insurance, the legal and retail sectors.

### FEES

**Phone or call for further enquiries!**

If successful at interview:

- A booking fee of €25 (non-refundable) must be paid to secure a place on our PLC courses.
- Resource contribution fee €75 – payable on registration
- Additional course/service fees – payable on registration (these costs are outlined on the College website - [www.cpr.ie](http://www.cpr.ie))
- *Current medical card, VTOS, BTEA holders or candidates in receipt of the student grants scheme are exempt from the following fees:*
- Department of Education and Skills Contribution fee €200 – payable on registration
- Exam fees €50 – payable on registration