



Coláiste Phobal Ros Cré

College of Further Education

Advanced Administration with Human Resources QQI Level 6



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.

Module Name	Description
Business Management	Delivers the knowledge and skills used in the principles and practice of good management procedure. Areas covered include HR, SWOT and PEST analysis and project management.
Word Processing	Production of complex documents and the application of advanced processing techniques to produce a mailable and publishable standard of work, accuracy and layout. Includes mail merge, graphics, tables, macros, bookmarks, tracking changes etc.
Spreadsheets	Creation of spreadsheets using Microsoft Excel. Advanced formulae, including charts and graphs, macros, linking, what-ifs - all crucial for capturing and presenting complex data in the workplace.
Communications	Students will be facilitated to acquire excellent communication skills to participate effectively and actively in professional and personal life. This includes verbal and non-verbal communications skills, as well as reporting, presenting, research and IT Skills.
Work Experience	The learner will develop the relevant skills and confidence to participate in employment and carry out work-related tasks independently or in a supervisory capacity.
Web Authoring	Enabling the learner to develop, maintain and update an interactive website, working independently or with others.
Managing People	Equips the learner with extensive knowledge of employee legislation, methods of motivating staff, supervisory management, leadership theories and methods of building effective workplace relationships.
Payroll - manual and computerised Level 5	The ability to operate and maintain accurate payroll records using manual and computerised systems.

Modules may be subject to change

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.

ENTRY REQUIREMENTS

Leaving Certificate or equivalent, prior experience or a keen interest in the area.

The Garda vetting process must be completed when applying for this course.

CERTIFICATION

Business (6M4985) QQI Level 6

AREAS OF STUDY

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

FEES

If successful at interview:

- A booking fee of €50 (non-refundable) must be paid to secure a place on our further education courses.
- Resource contribution fee €50

Current medical card, VTOS, BTEA holders or candidates in receipt of the student grants scheme are exempt from the following fee:

- Department of Education and Skills Contribution fee €200

Medical Card holders and VTOS recipients are exempt from:

Exam fees €80

FURTHER STUDY

Roscrea College of Further Education 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.

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Information in this leaflet is correct at the time of printing. This college accepts no responsibility for changes made after the publication of this prospectus.