FREQUENTLY ASKED QUESTIONS

What are the admission requirements?
Leaving Certificate Grade D3 at Ordinary or Higher Level in 5 subjects including Mathematics and either English or Irish.

What are the most helpful Leaving Certificate subjects for this course?
Business, Accounting, English, Mathematics, Languages.

If I am not studying Accounting in the Leaving Certificate, can I still apply for the course?
Yes, the fundamentals of Accounting are taught in Year 1.

What standard of Mathematics is required for the course?
D3 or better at Ordinary or Higher Level.
Some students who apply to CIT courses may not achieve the required entry standard in Mathematics through the Leaving Certificate. For such applicants, CIT offers a second chance to reach the required entry standard through a CIT Mathematics Exam. Please see www.cit.ie for more details.

Are there language recommendations for the course?
If taking French as an elective in Year 1, students are expected to have Leaving Certificate French. German, Spanish, and Italian are at beginner level. There is currently good demand for graduates with language skills from a wide variety of employers.

What are the typical student numbers in first year?
First year course/class size: 50. Computer lab groups of maximum 25.

Can I progress to complete an honours degree?
Yes, the Bachelor of Business in Business Administration is a 3 year ordinary degree with an option of a one year add on honours degree in business administration or business studies.

What is the current job market for graduates?
Employment prospects are very buoyant at present with good demand for graduates with business, IT, and social media skills.

Where can I find more information for the subjects for this course?
Complete information on subjects in all courses can be found on http://modules.cit.ie

BUSINESS ADMINISTRATION

Computers and information technology have forever altered the way business and communications are transacted. Social media, cloud computing, accounting software, desktop publishing, and the Internet have all transformed the working environment.

The Business Administration Programme provides students with a good mix of skills which are demanded in industry today. We work very closely with our industry partners on the placement programme, this also provides us with good links for graduate employment in the future.

We consult with a range of stakeholders to ensure our programmes are delivering the key skills industry requires. On completion of the Business Administration Programme students are well equipped to add value to any organisation. Students study a good mix of modules on the business administration programme including; management, marketing, accounting, social media, web design, business analysis, MS Office & other IT applications. Students often work in teams replicating the work environment. Many projects are undertaken in conjunction with our industry partners in the Rubicon Innovation Centre on Campus.

CORK INSTITUTE OF TECHNOLOGY
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

Ireland's EU Structural Funds
Programmes 2007 - 2013
Co-funded by the Irish Government
and the European Union

EUROPEAN UNION
STRUCTURAL FUNDS

ENQUIRIES TO

Finbarr Sheehan
Department of Accounting & Information Systems, CIT
T: +353 (0) 21 433 5129
E: finbarr.sheehan@cit.ie

www.cit.ie/schoolofbusines

BACHELOR OF BUSINESS (HONOURS) IN BUSINESS ADMINISTRATION

CORK INSTITUTE OF TECHNOLOGY
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

BUSINESS ADMINISTRATION AT CIT

The course aims to provide students with the technology skills, and business acumen which are essential to manage in a modern organisational environment. The work placement module in year three provides students with an excellent opportunity to gain invaluable work experience with premier organisations. This experience will give students a distinct advantage in an increasingly competitive job market.

This course aims to provide students with the specialist education and training to enable them to gain employment in a broad range of organisations using their business expertise, information technology and also have the necessary skills to manage people in those organisations.

The course is taught through lectures, tutorials and workshops. There is a strong emphasis on practical work.The course is graded by end of module examinations as well as continuous assessment.

On successful completion of Year 2, students can continue on the Bachelor of Business in Business Administration or students may opt to transfer to
→ Bachelor of Business in Business and Management *or*
→ Bachelor of Business in Marketing.

Please note: Students who successfully complete Year 2 of this programme and do not wish to progress to Year 3 will receive the Higher Certificate in Business in Business Administration.

WORK PLACEMENT

Work placement involves four months (a full semester) working in administration, marketing, IT or management in a diverse range of organisations in Ireland. It will involve a set of agreed objectives for your placement, as well as the assistance of an industry mentor and a member of the academic staff at CIT. Many students have secured full time employment as a result of the placement programme. It is a great opportunity to work in industry, build your network and gain valuable experience in a real working environment.

FURTHER STUDIES
Bachelor of Business in Business Administration graduates who achieve the specified level of academic performance are eligible to apply for entry to the one year add-on
→ Bachelor of Business (Honours) in Business Administration *or* to apply for entry to Year 4 of the
→ Bachelor of Business (Honours)

CAREER OPPORTUNITIES
Business Administration graduates undertake a wide range of administrative duties and may obtain employment in areas such as office administration, marketing, management, social media, financial services, banking, insurance, customer service, health service, local authorities, customer contact centres and fund services.

GRADUATE PROFILE

OWEN LYNCH
GRADUATE PROGRAMME MUSGRAVE

Owen graduated with a BBus in Administration in 2009. He completed his work placement in Musgrave Retail Partners Irl., working in a student role on the Marketing Team for the Centra Brand. Following his placement on the Marketing Team, Owen progressed to his Bachelor of Business (Honours) Degree which he completed in 2010. He is currently doing his Research Masters in the area of Social Marketing in 2010/2011. He works with Musgrave Retail Partners Ireland on the Graduate Programme where his primary responsibilities include creating interesting and informative Press adverts for different occasions, designing and implementing innovative online marketing campaigns, creating engaging campaigns on radio and tv, managing the online presence of the SuperValu Brand, and all the other day to day tasks you would expect of a marketing professional.

"I enjoyed my time on the BBus in Administration and am really glad I decided to do this course. I strongly believe that the skills I gained while in CIT will help me progress through my career. It is my opinion that this course provides a brilliant opportunity for students to gain experience in the professional world with the work placement module and believe that this is invaluable when seeking a job after college."

GRADUATE PROFILE

ANNA CASEY
ACCOUNTS ADMINISTRATOR HEALTHCARE21

"Studying Business Administration in CIT has been extremely beneficial to my career prospects. I studied Business Administration for the first 3 years in college. On completion I decided to further my education by continuing on to Bachelors Honour's Degree in Business in my fourth year. I currently work for Healthcare21; leading supplier of the healthcare market in Ireland. My position is Accounts Administrator; my daily tasks principally involve accounts receivable and accounts payable duties. My responsibilities include processing and reconciling service invoices and entering expenses. In my opinion, the work placement aspect of this course was invaluable in preparing me for a real working environment. The experience I gained was of great importance as it provided me with an opportunity to identify potential career paths."

Bachelor of Business in Business Administration CR 022

COURSE PROGRAMME

YEAR 1

Semester 1 (Sept – Dec)	Semester 2 (Feb – May)
Creativity, Innovation & Teamwork	Text Processing 2
Text Processing 1	IT for Admin 1.2 (Databases)
IT for Admin 1.1 (Spreadsheets)	Financial & Cost Accounting 2
Financial & Cost Accounting 1	Business Maths and Stats 2
Business Maths and Stats 1	Management for Admin. 1.2
Electives	**Electives**
Web Design Fundamentals	French 2
French 1: Language and Culture	German 1.2
German 1.1	Italian 1.2
Italian 1.1	Communication
An Ghaeilge	Free Choice Module

YEAR 2

Semester 3 (Sept – Dec)	Semester 4 (Feb – May)
DTP/Document Presentation	DTP/Adv. Document Presentation
Business Info Technology 2.1 (Spreadsheets)	Business Info Technology 2.2 (Databases)
Irish Legal System	Management for Admin 2.2
Introduction to Marketing	Contract & Tort Law
Introduction to Microeconomics	**Electives**
Electives	Marketing Strategy Principles
French 3: Computers in Business	Accounting & Bus Software 2.2
German 2.1	Financial Accounting 4
Italian 2.1	French 4: Language & Culture
Financial Accounting 3	German 2.2
Accounting & Bus Software 2.1	Italian 2.2
Free Choice Module	Free Choice Module

YEAR 3

Semester 5 (Sept – Dec)	
Management Information Systems	Marketing Management
Business Database Systems	French for Living and Working in France
Web Applications	German 3.1
Human Resource Management	Italian 3.1
Electives	Free Choice Module
Project Management 1	
Public Relations	**Semester 6 (Feb – May)**
Financial Management	Work Placement
Aspects of Employment Law	

YEAR 4 (Add on Honours Degree)

Semester 7 (Sept – Dec)	Semester 8 (Feb – May)
Strategic Business Management	Strategic Business and IS Management
Business Analysis & Reporting	Digital Marketing
Financial & Shared Services	Strategic CRM
Multimedia Design	Integrated Project
Electives	**Electives**
Supply Chain Management 1	Supply Chain Management 2
Services Marketing	New Venture Planning
Entrepreneurship	Event Management
Free Choice Module	Free Choice Module