



**Business Administration: 5M2468**  
**Office Administration: 5M1997**

This course enables the learner to acquire the knowledge, skill and competence to work independently and under supervision providing administration services and support in a range of office administration contexts and or to progress to further and or higher level studies.

### Certification

On successful completion of the course, candidates who reach the required standard will receive the following award:

- QQI Level 5 Certificate in Business Administration (5M2468) or
- QQI Level 5 Certificate in Office Administration (5M1997)



Module Name & Code	
Text Production 5N1422	The aim of this module is to equip learners with the knowledge, skill and competence to produce a range of documents such as letters, memos, reports etc. to a mailable standard, within a minimum speed of 35 words per minute.
Word Processing 5N1358	In this module, learners will be able to create documents applying a range of text processing features including – margins and line spacing, indenting text and paragraphs, borders and shading, numbering and bullets, copying and pasting text, enhancing text.
Information & Administration 5N1389	This module aims to equip the learner with the knowledge, skills and competence required to understand how information is processed within organisations and the various systems and methods in use and to enable the learner to operate effectively, under supervision in a range of organisations.
Business Administration Skills 5N1610	The student will process a range of business documentation to ensure effective implementation of an organisation's financial/ quality systems and procedures, use a range of hardware and software to provide admin support, carry out a range of administrative functions to support the organisational management systems and procedures.
Spreadsheets 5N1977	The purpose of this module is to allow students to develop a fundamental understanding of spreadsheet concepts and their range of application and gain extensive practical experience in spreadsheet design and implementation. They learn how to enter numeric, character and alphanumeric data to a spreadsheet and use formula to generate results using various functions.
Communications 5N0690	The purpose of this module is to facilitate learners to acquire communications skills relevant to vocational, personal and interpersonal development and to explore the use of modern information and communications technology (ICT).
Work Experience 5N1356	The purpose of this module is to provide learners with the personal knowledge, skills and capacity to participate in a suitable work placement under supervision for a limited time. Work experience includes observation of good timekeeping, working independently while under general direction, meeting deadlines, personal presentation, communication, adherence to health, safety and other relevant regulations.
Bookkeeping Manual & Computerised 5N1354	The purpose of this module is to equip students with the skills to produce and maintain accurate bookkeeping records for a range of organisations, using manual and computerised systems.
Legal Practice and Procedures 5N1394	The purpose of this module is to enable learners to appreciate the role of law in a range of vocational contexts and within their personal lives. Learners will explore the impact of European Law on the Irish legal system, define the nature of tort to include the recognition between tort and other civil and criminal wrongs, describe the proceedings in a Court of law.

Modules may be subject to change

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## Career Opportunities

This course provides the basis from which a student may further his/her studies. There is also a wide range of opportunities in the I.T. sector. Other career opportunities include Office Work and Reception in the following areas:

- County Councils
- Health Boards
- Solicitors and Accountants Offices
- Banks
- Schools
- Medical Centres



## Possible Progression from this Course

### Moate Business College

6M5013 Advanced Certificate in Administration Level 6

### Athlone Institute of Technology

AL650 Business Level 6  
AL653 Office Management Level 6  
AL663 Business (Sport and Recreation) Level 6  
AL761 Hotel and Leisure Management Level 7  
AL850 Business Level 8  
AL851 Business and Law Level 8  
AL852 Accountancy Level 8

### DCU

DC111 Business Studies Level 8  
DC230 Economics, Politics and Law Level 8  
DC240 Marketing, Innovation and Technology Level 8

### Institute of Technology, Carlow

CW006 Business Studies (Wexford) Level 6  
CW018 Business (Wexford) Level 8

### NUI Galway

GY101 Arts – Joint Honours Degree Level 8  
CW018 Business (Wexford) Level 8

### University of Limerick

LM022 Politics and International Relations Level 8

### Institute of Technology, Dundalk

DK710 Business and Management Level 7  
DK711 Business and Technology Level 7  
DK810 Accounting and Finance Level 8  
DK816 Business Studies Level 8

### Maynooth University

MH401 Finance Level 8  
MH403 Accounting and Finance Level 8  
MH404 Business and Management Level 8

### Dublin Institute of Technology

DT303 Marketing Level 6  
DT315 Business Studies Level 6  
DT324 Business Management Level 6