

## BUSINESS & OFFICE ADMINISTRATION

COURSE CODE:

5M1997 / 5M2468

### LEVEL 5

This course is a one year full-time programme commencing in September each year



It is designed to equip both school leavers and mature applicants with 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. It also suits learners who wish to defer their college place for a year and acquire good IT skills to assist them in their future studies.

## Course Content

| Module Name                                 | Description  |
|---|--|
| Text Production<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>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<br>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

## Application Process

Applications can be made online on [www.moatebusinesscollege.com](http://www.moatebusinesscollege.com)

## 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

## 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)

## Fees

There are no tuition fees payable to Moate Business College. However, please note that there are costs involved in taking a course, e.g. exam fees, professional body registration fees, etc.

## Grant

Moate Business College students are eligible under the same conditions as any third level institution to apply for the government paid maintenance grant.

Apply to S.U.S.I. on [www.studentfinance.ie](http://www.studentfinance.ie)

**Moate Business College,  
Lake Road, Moate, Co Westmeath  
Tel: 090 6481178  
Email: [mbcadmin@eircom.net](mailto:mbcadmin@eircom.net)**



## Possible Progression from this Course

Progression routes are also available to National Universities of Ireland Colleges (NUI) offering degree programmes.

### Moate Business College

6M5013 Advanced Certificate in Administration Level 6

### Athlone Institute of Technology

AL650 Business 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  
GY261 Business Studies in International Management (Shannon)

### University of Limerick

LM050 Business Studies 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

### GMIT

GA170 Business Level 7  
GA175 Business in Finance Level 7

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[www.fetchcourses.ie](http://www.fetchcourses.ie)