

BUSINESS & OFFICE ADMINISTRATION

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.

Entry Requirements

- Leaving Certificate standard or QQI Level 4
- Mature students (23+) are welcome to apply

Course Content

- Bookkeeping Manual & Computerised 5N1354
- Business Administration Skills 5N1610
- Communications 5N0690
- Database Methods 5N0783
- Information & Administration 5N1389
- Legal Practice and Procedures 5N1394
- Spreadsheet Methods 5N1977
- Text Production 5N1422
- Word Processing 5N1358
- Work Experience 5N1356

Please note the above modules are subject to change.

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

Awarding Body:	QQI
Award Title:	Office Administration
Award Title:	Business Administration
Award Code:	5M1997 / 5M2468
Level:	5



See page 35
for possible progression routes from this course

Business & Office Administration (5M1997 / 5M2468)

Moate Business College

- 6M4985 Advanced Business with IT (Level 6)
 6M5012 Advanced Tourism with Business (Level 6)

Athlone Institute of Technology

(Minimum 3 distinctions required for Level 8)

- AL650 Business (Level 6)
 AL663 Business (Sport and Recreation) (Level 6)
 AL752 Business (Level 7)
 AL850 Business (Level 8)
 AL851 Business and Law (Level 8)
 AL852 Accounting (Level 8)
 AL853 Accounting and Law (Level 8)
 AL858 Business Information Systems *
 AL859 International Business

Institute of Technology Carlow

(Minimum 3 distinctions required on some courses)

- CW018 Business (Wexford) (Level 8)
 CW217 Information Technology Management
 CW906 Business (Level 6)
 CW908 Business (Options) (Level 8)
 CW917 Business (Options) (Level 7)
 CW938 Business with Law (Level 8)
 CW948 Accounting

Dublin City University

(5 distinctions required and O4/H6 in LCE Maths)

- DC111 Business Studies (Level 8)
 DC230 Economics, Politics and Law (Level 8)
 DC231 International Relations (Level 8)
 DC232 Law and Society (Level 8)
 DC240 Marketing, Innovation & Technology
(Level 8)
 DC295 Arts (Joint Honours) - Politics

IADT Dun Laoghaire

(Minimum 3 distinctions required on some courses)

- DL701 Business – Applied Entrepreneurship
(Level 7)
 DL823 Business Management (Level 8)

Institute of Technology Dundalk

(Minimum 3 distinctions required on Level 8 courses)

- DK710 Business and Management (Level 7)
 DK711 Business and Technology (Level 7)
 DK721 Computing (Level 7)
 DK810 Accounting and Finance (Level 8)

DK816 Business Studies (Level 8)

DK861 Arts (Level 8)

University College Dublin

(5 distinctions required)

- DN520 Joint Honours (options) (Level 8)
 DN530 Humanities (Level 8)
 DN600 Law (Level 8)
 DN610 Business and Law (Level 8) *
 DN650 Commerce (Level 8) *
 DN710 Economics (Level 8) *

Galway-Mayo Institute of Technology

(Minimum 3 distinctions required on Level 8 courses)

- GA170 Business (Level 7)
 GA171 Business Information Systems (Level 7)
 GA175 Finance (Level 7)
 GA181 Accounting (Level 8)
 GA182 Business (Level 8)
 GA183 Business Information Systems (Level 8)
 GA184 Marketing and Sales (Level 8)
 GA185 Finance and Economics (Level 8)

National University of Ireland Galway

(Minimum 5 distinctions & limited places available on some courses)

- GY101 Arts – Joint Honours Degree (Level 8)
 GY125 Arts (Digital Arts and Technology) (Level 8)
 GY201 Commerce (Level 8) *
 GY206 Business Information Systems (Level 8) *
 GY209 Commerce (Global Experience) (Level 8) *
 GY250 Law and Business (Level 8) *
 GY251 Law (BCL) (Level 8)
 GY253 Law and Taxation (Level 8) *
 GY254 Law, Criminology & Criminal Justice
(Level 8)

University of Limerick

(Minimum 5 distinctions required)

- LM002 Arts (Level 8)
 LM050 Business Studies (options) (Level 8) *

Maynooth University

(Minimum 5 distinctions required)

- MH101 Arts (Level 8)
 MH401 Finance (options) Level 8 *
 MH403 Accounting & Finance (Level 8) *
 MH404 Business (Options) (Level 8) *
 MH407 Business & Accounting (Level 8) *
 MH501 Law LLB (Level 8)
 MH502 Law (Options) (Level 8)

Institute of Technology Sligo

(Minimum 3 distinctions required for Level 8 courses)

- SG101 Business (Level 6) *
 SG141 Business (Level 8) *
 SG142 Business in International Marketing and
 Sales with French (Level 8) *
 SG144 Business in International Marketing and
 Sales with Spanish (Level 8) *
 SG146 Accounting (Level 8) *
 SG147 Sport with Business (Level 8) *
 SG535 Business Administration (Level 7)
 SG536 Business (Level 7)
 SG537 Marketing and Sales (Level 7) *

Technological University Dublin

(Minimum 3 distinctions required for Level 8 courses)

- TU671 Business (Level 6)
 TU771 Business (Level 7)
 TU774 Management (Level 7)
 TU775 Accounting & Finance (Level 7)
 TU777 Business & Information Technology (Level 7)
 TU778 International Business (Level 7)
 TU859 Computing (Level 8) *
 TU865 Computing with IT Management (Level 8) *
 TU901 Business (Level 8)
 TU908 Management (Level 8)
 TU909 Accounting & Finance (Level 8)
 TU913 Business & Information Technology (Level 8)
 TU916 International Business (Level 8)

* Minimum Mathematics requirements for these courses (See individual colleges for details)

University College Cork

(Minimum 4 distinctions & limited places available on some Level 8 courses)

- CK101 Arts 3 years (Level 8)
 CK105 Film and Screen Media (Level 8)
 CK108 Arts International (Level 8)
 CK109 English (Level 8)
 CK113 Criminology (Level 8)
 CK118 Digital Humanities (Level 8)
 CK122 Government and Political Science (Level 8)
 CK201 Commerce (Level 8) *
 CK203 Business Information Systems (Level 8) *
 CK212 Economics (Level 8)
 CK214 International Development (Level 8)
 CK301 Law (Pathways) (Level 8)
 CK307 Law and Business (Level 8)