



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
- Information & Administration 5N1389
- Legal Practice and Procedures 5N1394
- Spreadsheet Methods 5N1977
- Text Production 5N1422
- Word Processing 5N1358
- Work Experience 5N1356
- Personal & Professional Development 5N2985

Please note the above modules are subject to change.

For possible progression routes click the progression link on the Business and Office Administration course page on our website:
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

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

Any questions? email: anneganly@moatebc.com

