

## BUSINESS ADMINISTRATION WITH LAW

Our comprehensive one-year Business Administration course is designed to equip school leavers and adult learners with the essential skills and knowledge required to excel in administrative roles across various industries and / or to progress to higher education and training. This course focuses on hands-on training and practical skills development, preparing learners with the real-world abilities needed to excel in business environments.

### Entry Requirements

- Leaving Certificate standard or QQI Level 4 or mature students (23+)

### Course Content

- Bookkeeping Manual & Computerised 5N1354
- Business Administration Skills 5N1610
- Communications 5N0690
- Information & Administration 5N1389
- Legal Practice & 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](http://www.moatebusinesscollege.com)

### Career & Employment Opportunities

This course provides the basis from which a student may further their studies. There is also a wide range of opportunities in the Business and IT sectors. Career opportunities include administrative work in the following areas:

- County Councils
- HSE
- Solicitors Offices
- Accountants Offices
- Banking
- Schools
- Medical Centres
- Local Government Offices
- Tusla

### Popular Progression Pathways

- 6M4985 Advanced Business with IT MBC
- US720 Business Level 7 Athlone
- US840 Business Level 8 Athlone
- AU601 Business Level 8 Galway
- MH403 Accounting & Finance Level 8 Maynooth

