

BUSINESS/OFFICE ADMINISTRATION (5M2468) – Level 5

This course is designed to provide the Learner with a strong foundation in computers and office applications. The fundamental emphasis of the programme is on developing the student's proficiency in using computers in the office environment thus enhancing the employment opportunities in the business/information technology (IT) sector.

- **This course prepares you for the world of work and immediate employment**
- **QQI results may be used to progress to further education in universities**

FURTHER DETAILS

QQI Level 5 Business Administration (5M2468)

The purpose of the level 5 QQI award in Business Administration is to enable participants to acquire the skills, knowledge, and competence required for an administrative role in a range of business contexts and/or to progress to further and or higher education and training. By the end of the course learners will be able to demonstrate a broad range of specialised business administration knowledge and specialised and practical skills. They will be able to evaluate and use information to plan, develop and determine solutions to varied problems in a variety of business administration contexts.

Participants also develop their interpersonal communication skills with both groups and individuals, to work effectively in teams and to develop time management and problem-solving skills so that they may work efficiently in their chosen vocational area. As with all QQI courses at this level, the learner will need to take responsibility for their own learning in a constructive setting.

Participants complete eight modules in total over the course of study, including the compulsory module in Business Administration Skills (5N1610). These modules include: Bookkeeping Manual and Computerised (5N1354); Database Methods (5N0783); Spreadsheet Methods (5N1977); Information and Administration (5N1389); Word Processing (5N1358); soft skills modules Communications (5N0690) and a weekly work placement for Work Experience (5N1356).

ENTRY REQUIREMENTS

Education: No formal education or qualifications are required although applicants may have participated in primary and secondary education. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.

Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.

Previous Experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

COURSE CONTENT

- Work Experience (5N1356)
- Communications (5N0690)
- Business Administration Skills (5N1610)
- Word Processing (5N1358)
- Manual & Computerised Bookkeeping (5N1354)
- Database Methods (5N0783)
- Spreadsheet Methods (5N1977)
- Information & Administration (5N1389)

QQI LEARNING OUTCOMES: The learning outcomes associated with this award are outlined in the associated Component Specifications.

LOCATION Nenagh College, Dromin Road, Nenagh, Co. Tipperary.

COURSE DATES 11th September 2023 to 3rd May 2024, 09:10 – 13:20 Monday - Friday

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APPLY ONLINE <https://www.fetchcourses.ie/course/finder?sfcw-courseId=371101>