

BUSINESS & OFFICE ADMINISTRATION WITH IT

Our comprehensive one-year Business & Office Administration with IT 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

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

