

Programmes Objectives

QQI Level 5 Business Administration Skills 5N1610

The purpose of this course is to prepare the Learner for an administrative position in an organisation and to prepare the learner for further study in a business environment.

Learning Outcomes

1. Identify features of different types of business organisations
2. Explain a range of organisational structures, **to include**, hierarchical and flat structures
3. Explore the different types of departments within an organisation, the cooperation between internal departments and the impact of the external environment on the business organisation
4. Analyse the impact of the external environment on a business
5. Identify the main functions of management and the role and impact of Human Resource management in an organisation
6. Examine a range of recruitment options for selecting and appointing staff and current employment rights legislation as it pertains to the staff selection and appointment
7. Explain the need for quality, the role of quality systems, the various techniques and processes which are used to ensure quality in different types of organisations, **to include** manufacturing and service focused organisations, and quality accreditations available
8. Explore sources of finance for a business, distinguishing between long, medium and short term finance and the need for and types of financial controls, **to include** cash flow
9. Examine different types of meetings held within an organisation, the function and role the meetings and the associated documentation
10. Examine the insurance requirements of a business organisation, identifying appropriate insurance for different types of risk
11. Implement and adhere to an organisation's systems and procedures, **to include**, quality management and or control systems, financial controls, employee procedures and health and safety
12. Complete a range of documentation necessary for the effective function of meetings within an organisation, **to include** agendas, meeting notes and minutes
13. Maintain a range of documents pertaining to human resources management and employees within an organisation, **to include**, employment contracts, attendance records and personnel files
14. Process a range of business documentation to ensure effective implementation of an organisation's financial and or quality systems and procedures
15. Use a range of hardware and software to provide administrative support
16. Carry out a range of administrative functions to support the effective implementation of organisational management systems and procedures

Assessment/Exams/Skill Demonstration

Assignments x2 (60%) Exam x1 (40%)

Duration

10 X Days (one per week) plus self-directed fully supported learning

Learner Progression

Learners who successfully complete this course may use the associated credits towards a Major Award.

For further information please call us on (01) 802 0417