

Business Administration – Evening Course



This is a ten week course where participants will cover a broad range of Business and Management related topics. The main emphasis is the crucial importance of “Administration” in all aspects of Business.

The course runs over 10 Weeks 2 nights a week , 6:30 to 9:30 pm

Course Content & Delivery

There are two assignments and an end of course exam,

For the first assignment candidates are given a time frame of two weeks to complete and it is usually distributed on week 3.

For the second assignment candidates have one week to complete it and it is usually distributed on week 5.

There are two weeks allocated for examination preparation and revision.

The Participants learn about:

The various different types of business organisation, such as Sole Trader, Partnership, Limited Companies, Franchises, Co-Operatives and Publicly Listed Companies.

Organisation charts

Planning – Short Term, Medium Term, Long Term and Strategic.

Policies - The rules of the Organisation e.g. Health and Safety

Procedures – How those rules are carried out, e.g. Evacuation in the event of a fire.

Meetings, how and why they are organised and the elements that are compulsory, venues, invitations and agendas.

- The role of the secretary.
- Explain the function and importance of and be able to record the minutes of a meeting.
- What is management and how does it work.

Examine the components of a **SWOT analysis** – Strengths, Weaknesses, Opportunities and Threats that every business faces.

Examine the external environment in which every business operates – Those things that affect a business and that it has no control over.

The course looks at the various different ways a business plans for, uses and gets the money (finance) it needs to survive and develop.

The course examines Quality, Quality Control, Quality Circles, and Inspections.

Communications - Formal and Informal, how different departments deal with and communicate with each other and why.

It looks at the role of the **Human Resources Department** – what it does and those extremely important functions it carries out – the legal elements, recruitment, training, planning, incentive schemes etc.

ISO accreditation – what it is, why organisations try to achieve it and the benefits of having it.

There is a mixture of theory, which is necessary for the exam, and practical – organising meetings etc.

Candidates receive handouts of the notes that are used each evening via PowerPoint presentations.

Candidates have access to computers during class time on a number of evenings, with the assistance of the tutor, so that they can complete some tasks that they may be having been having difficulty with or have not been able to complete at home.

Classes consist of presentations, discussions and exercises where there is full class participation.

Applications can be made through your DEASP office if you are unemployed and through www.fetchcourses.ie for those in employment or not in receipt of a social welfare payment.

FEE WAIVERS may apply through the Skills to Advance Programme

