Business Administration Skills
QQI Level 5 - 5N1610

Course Objective



The purpose of this Minor Award is to equip the learner with the knowledge and skills to become a competent administrator within a range of organisations. It is designed to educate the learner on the significance of delivering high standard administration support in all business types.

Learning Outcomes

This practical, career-focused module gives learners a strong foundation in how modern organisations operate and the essential administrative skills to support them effectively. Learners will:

- Gain a clear understanding of how organisations are structured and how different departments work together.
- Explore various types of business organisations and the importance of communication and cooperation across teams.
- Learn how external factors such as the economy and legislation impact business operations.
- Understand key management functions and the vital role of Human Resource Management in recruitment, selection, and staff development.
- Examine quality systems and standards used across industries to ensure effective performance and customer satisfaction.
- Explore business finance, including funding options, financial controls, and managing cash flow.
- Learn how to plan, run, and document different types of meetings within an organisation.
- Develop awareness of key business supports such as insurance, health and safety, and ICT systems.
- Build confidence in using business technology and software to manage documentation and maintain efficient workflow processes.

Assessment Breakdown



Assignments	60%
Examination - Theory	40%

Methodologies Used

Class Based or Online interactive course, Experiential based learning, Individual work, Reflective Practice, Theoretical input.

Cost

1. **POA – Class based learning** - (covers in person tutorials, resources and manuals, certification, and examination costs)

2. **€ 250.00 – Blended Learning** through Moodle (LMS) (covers online course and recorded tutorials, resources and manuals, certification, and examination costs)

Ring MIDAS Learning for details on Group Discount, Refer a friend token, Loyalty Card, Payment Plan, and information on Grants.

Certification

QQI Level 5 - Business Administration 5N1610 – 15 Credits

Personal Support

If you wish to avail of career progression advice, and/or want to avail of our recruitment service, please contact the office free of charge.

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