

Business Administration- Fetac Level 5

Overview

This Business Administration course is FETAC approved and introduces you to the world of business at a fundamental level, enabling you to adequately understand and work within the SME and Business Organisation environment.

Benefits

- Identify different types of business organisations e.g. Sole-Traders, PLC's, Charities, Government Bodies, Co-operatives
- Define the role of personnel, organisational charts.
- Quality control and list of Quality Awards.
- Understand HR and the need for man power planning
- Understand employment legislation
- Explain and understand the need for financial controls within an organisation.
- Identify the different sources of finance for a business and prepare cash flow forecasts.
- Understand Insurance and the principles applied to it.
- Maintain an effective diary management system, prioritising tasks and meeting deadlines
- Understand the types of meetings and the roles of people in planning and conducting meetings, draft meeting documents, recording of minutes.
- Understand the different documents associated with business e.g. invoices, credit notes.
- Present evidence of research and investigation in the form of written assignments.
- This module is a mandatory component to any Major Business or Administration Certificate Award

Course Content:

- Develop an awareness and understanding of the factors affecting the success, efficiency and effectiveness of a business operating in today's environment.
- Understand financial control and basic financial procedures of SME's.
- Understand Human Resources and man power planning as well as recruitment selection and HR administration duties
- Effectively prepare, organise and complete reports and minutes of meetings.
- Process all business documentation efficiently and effectively to ensure the smooth running of an office environment.

Accreditation

Upon successful completion of this course participants will receive a Fetac Level 5 Certificate in Business Administration

To book a place on this course, call our booking line on +353 (046) 9249618 or e-mail info@midasgroup.ie or book online