



Dearbhú Cáilíochta  
agus Cáilíochtaí Éireann  
Quality and  
Qualifications Ireland

# Business & Office Administration 5M2468

QQI Major Award Level 5



**MIDAS**  
LEARNING

Motivation, Innovation, Determination, Achieves, Success

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# Overview



The QQI Major Award in Business & Office Administration (5M2468) is designed to equip learners with the necessary skills and knowledge to excel in the business sector, supporting management teams and organisations. It also serves as a foundation for further education and training opportunities.

With MIDAS Learning, learners can choose from 19 validated modules. To complete the major award (120 credits), a learner must select 8 minor awards. The program offers flexibility with a combination of mandatory and elective modules as outlined by the QQI Certificate Specification for this award.

[Complete list available](#)

This structure allows learners to tailor their education to align with their career goals or specific organisational needs. For example:

- **Marketing Focus:** A combination of marketing, digital marketing, and retail modules.
- **Finance Focus:** A combination of payroll, bookkeeping, and IT modules.
- **Frontline Skills:** Modules like customer service, reception skills, and administration.



The mandatory "Business Administration" module provides a comprehensive overview, beneficial for entrepreneurs and individuals managing the backend of any business. Additional core modules like Communications and Work Experience are valuable across all career paths.

At MIDAS Learning, we support learners in selecting the right modules to fit their personal or professional growth plans. We also offer "2-in-1" courses that integrate related subjects, providing a more efficient path to certification. For personalised advice, feel free to [contact our office](#). This guidance is free, regardless of whether you choose to study with us or elsewhere.

# Who Can Attend



● **Individuals seeking employment in administration or business support roles**



● **Those looking to earn an internationally recognised major award in Business or Administration**








● **Professionals seeking career advancement or promotion**



● **Individuals looking to enhance their CV with skills and competencies that will appeal to employers**

# Course Details

## Objectives:

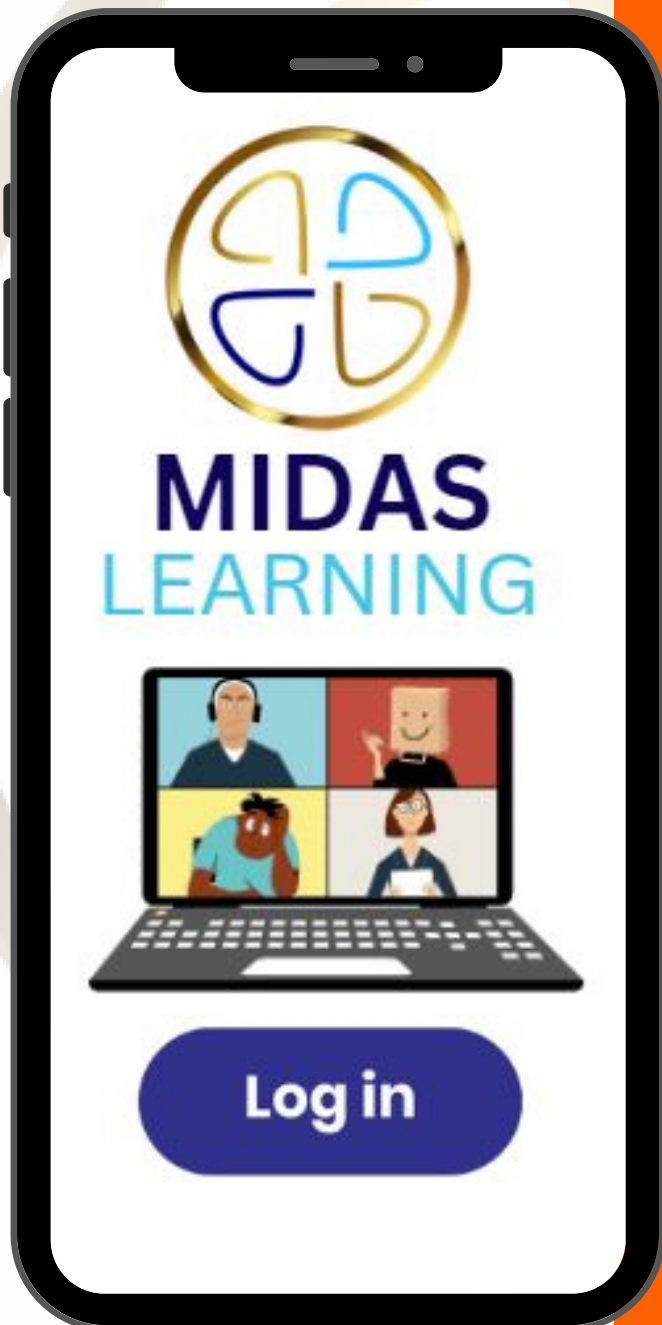
-  Equip learners with essential business administration knowledge and skills
-  Develop confidence, interpersonal communication, teamwork, time management, and problem-solving skills
-  Provide vocational learning opportunities that improve academic, business literacy, and numeracy skills
-  Foster an understanding of modern information technology in the workplace
-  Enable learners to apply knowledge to real-world business challenges

## Assessment

Learners will complete 8 minor modules to achieve the full Major Award. Assessments vary depending on the chosen modules.



# Course Delivery & Duration



The course is modular and available in three formats:

- classroom
- online/blended, and
- in-house.

Each module comprises 150 hours, including study and assessment, and is typically delivered over 5 days or 10 online sessions.

## Certification

Graduates will receive a QQI Level 5 Certificate in Business and Office Administration (5M2468).



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## Cost

Individual modules from €250. €1395 for all modules if booked together. A custom schedule will be developed based on the learner's needs. (grants & payment plans available)

# Progression



MIDAS Learning offers individualised progression plans for learners. We encourage pursuing a full Major Award, but there are also options to transfer or progress to other Level 5 or higher qualifications within the National Framework of Qualifications (NFQ).

For organisations, MIDAS customizes courses to meet specific industry needs, ensuring employee engagement and business success.

To explore various program combinations that align with your career or organisational goals, [contact our office](#) for free advice.

# List of Modules

To achieve a QQI Major Award (120 credits), learners must complete 8 minor awards from the 19 available modules validated by MIDAS Learning.

<b>Certificate in Business Administration 5M2468</b>		
<b>Compulsory Modules</b>		
<b>Module Name</b>	<b>Code</b>	<b>Credits</b>
Business Administration Skills	5N1610	15
Bookkeeping Manual and Computerised	5N1354	15
<b>A minimum credit value of 15 from the following component</b>		
Word Processing	5N1358	15
Text Production	5N1422	15
<b>A minimum credit value of 15 from the following component</b>		
Communications	5N0690	15
Customer Service	5N0972	15
<b>A minimum credit value of 15 from the following component</b>		
Work Experience	5N1356	15
<b>A minimum credit value of 15 from the following component</b>		
Information and Administration	5N1389	15
Marketing Practice	5N1400	15
Digital Marketing	5N1364	15
Public Relations	5N1405	15
Reception and Frontline Office Skills	5N1407	15
Payroll Manual and Computerised	5N1546	15
Spreadsheet Methods	5N1977	15
Contact Centre Support Skills	5N1361	15
<b>The remaining credit value of 30 can be obtained by using vocationally relevant component(s) from level 5. A maximum of 15 credits may be used from either level 4 or level 6. Other Options include</b>		
Safety & Health at work	5N1619	15
Psychology	5N1794	15
Research and Study Skills	5N0754	15
Retail Selling	5N3113	15

# Apply Now

This program enables learners to gain the knowledge, skills, and competence required to work in an administrative role across various business contexts, with the option to pursue further education or training.

Take the next step toward enhancing your career with our Business and Office Administration QQI Level 5 course!

- **Contact Us:** For more information or to apply, reach out to our office at 046-924 9618 or email us at [info@midaslearning.ie](mailto:info@midaslearning.ie).
- **Free Consultation:** Not sure if this course is right for you? We offer a free consultation to help guide you through your options and develop a learning path that suits your goals. [CLICK HERE](#)
- **Further Information:** Visit our [website](#) for a full course overview, module details, and answers to frequently asked questions.

[CE & Tús Supervisors](#)





# Testimonials



*"My experience with Caroline and Mari has been nothing short of extraordinary. Caroline is a brilliant tutor, thanks to Caroline and MIDAS I've achieved a Major in business administration. The content within the course is engaging and effective, with this I have achieved a deep understanding of the role of a business administrator along with becoming proficient on multiple computer software's such as excel, sage, and word document.*

*Mari as my career guidance coach, has been an instrumental figure in aligning my passions with a viable career path. Mari's personalized advice helped me choose the modules and navigate my way though the Major with confidence and clarity."*

**Kevin Cronin**

*"I recently completed the retail and customer service course at MIDAS Learning, and I couldn't be more impressed! What truly sets MIDAS Learning apart is their commitment to student success. I highly recommend their retail and customer service course to anyone looking to kickstart their career in retail or enhance their existing skills."*

**Tafura Khatun**

*"Have done both training with MIDAS and hired MIDAS to do training and they are fantastic. I'm a CE supervisor working with the long term unemployed and have always found Mari & her team very professional."*

**Elaine Gunn O Connor**

**More Reviews**

