



QQI 5M2468 Business Administration

Major Award

2017 - 2018



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PROGRAMME PROFILE:

The overall aim of this Programme is to provide the learner with the opportunity to enable him/her to acquire the knowledge, skills and competence to work both independently and/or under supervision in an administrative role in a range of business environments and to progress further to an equal or higher level on the National Framework of Qualifications.

This programme is based on all learning objectives stipulated and on over 25 years training experience with both individual learners, community based group, and companies including multi-national companies. Lir Business Services & Training Centre also offers other business services such as printing and recruitment services to individuals and to client companies. We offer both accredited and non-accredited training.

This is a part-time programme based on a 1200-hour typical learner effort, comprising of both directed and self-directed learning. This Major Award lists 13 modules. On successful completion of 8 modules (including mandatory and elective modules) learner will gain 120 credits for the QQI Business Administration Major Award 5M2468. We are in the process of establishing an Online Learning system for future use, as a resource for Learner self-directed learning.

We discuss options with our Learners before embarking on this Award, and ascertain their needs and advise on the best options for the learner.

OBJECTIVES:

The overall aim of this programme is to enable the Learner to gain knowledge, skill and competence in a range of business administrative areas; in the practical and efficient use of standard computer applications software with a view to gaining employment or improving job prospects in this area. Emphasis is placed on making sure Learners are job-ready after completing the award.

- To enable the learner to gain the skills, knowledge and competencies necessary within the core subject areas, including theoretical and practical elements, within the Business Administration Programme.
- To give the learner practical advice on modern, day to day business administration practices in an office environment.
- To facilitate the learner to take responsibility for own learning, through support from our Tutors and through self-directed learning.
- To enable the learner to gain up-to-date IT skills for a business administration/office environment.
- To enable the learner to think critically and to reflect on their learning experiences.
- To give the learner the confidence to progress further to other modules or to another Level on the National Framework of Qualifications.

FEES / OR FUNDING:

1. This QQI Major Award may be completed one module at a time or booked in full.
2. Learners who are unemployed may qualify for funding by contacting their local Intreo/DSP Office.
3. There is a flexi-payment option available and a sliding scale discount for each module completed.
4. Group quotes are available per module, or for the Award, on request

LIR QQI BUSINESS ADMINISTRATION MAJOR AWARD 5M2468

Requirement: 8 x modules	Level 5	Credits: 120 = Major Award
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Mandatory:

5N1610	Business Administration Skills	Level 5	Credit: 15	_____
5N1354	Bookkeeping Manual and Computerised	Level 5	Credit: 15	_____
5N1356	Work Experience	Level 5	Credit: 15	_____

Choose: 1 module:

5N1422	Text Production	Level 5	Credit: 15	_____
5N1358	Word Processing	Level 5	Credit: 15	_____

Choose: 1 or 2 modules:

5N0690	Communications	Level 5	Credit: 15	_____
5N0972	Customer Service	Level 5	Credit: 15	_____

Remaining Modules:

5N0783	Database Methods	Level 5	Credit: 15	_____
5N1389	Information and Administration	Level 5	Credit: 15	_____
5N1546	Payroll Manual and Computerised	Level 5	Credit: 15	_____
5N1407	Reception and Frontline Office Skills	Level 5	Credit: 15	_____
5N1977	Spreadsheet Methods	Level 5	Credit: 15	_____
5N1422	Text Production (if not selected above)	Level 5	Credit: 15	_____
5N1358	Word Processing (if not selected above)	Level 5	Credit: 15	_____

Remaining Credits: Note: maximum credit of 30 at Level 5, or maximum 15 credits from Level 4 or 6

4N1125	Computer Applications	Level 4	Credit: 15	_____
4N1112	Information Technology	Level 4	Credit: 15	_____
5N1364	Digital Marketing	Level 5	Credit: 15	_____
6N4310	Business Management	Level 6	Credit: 15	_____
6N1950	Communications	Level 6	Credit: 15	_____
6N4089	Spreadsheets Advanced	Level 6	Credit: 15	_____
6N4329	Supervisory Management	Level 6	Credit: 15	_____
6N4977	Word Processing Advanced	Level 6	Credit: 15	_____
6N3325	Training Needs Identification and Design	Level 6	Credit: 15	_____
6N3326	Training Delivery and Evaluation	Level 6	Credit: 15	_____
6S3372	Training and Development Specific Purpose	Level 6	Credit: 30	_____

Credits must total 120 credits:	<input style="width: 90%; height: 20px;" type="text"/>
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ACCREDITATION:

On completion of this full Major Award Learners will gain a QQI 5M2468 Major Award in Business Administration.
 On completion of a component certificate (a module) Learners will gain a QQI 5NXXXX (Module Title).

ENTRY REQUIREMENTS:

Learners who have a Level 4 Certification and a basic computer skills qualification and/or life/work experience at that level or higher. Learners who have no qualification at this level will be assessed as to their level of knowledge and skills, and advised on QQI modules at Level 4 before embarking on the QQI 5M2468 Business Administration Award. It may be agreed that the Learner will benefit from completing this award from examination of their experiential learning to date.

- Good numeracy and literacy skills required.
- Problem solving skills and time management skills will be required.
- Willingness to work as part of a group, and in using own initiative.
- Attendance to all classes and good time keeping ability.
- Undertake and complete all assignments/assessments given to Learner.
- Complete the work experience requirement included in this Award.
- Ability to take responsibility for own self-directed learning through practice/study time, small group discussions.
- Access to internet and PC is a requirement.

DELIVERY MODE / METHODOLOGY:

The Lir QQI Business Administration 5M2469 programme will be:

- Centre based (face-to-face instruction/tuition in a class room/studio/workshop);
- Workplace learning/placement (Work Experience Module)
- Reflective practice encouraged for learners across all modules for those already working in the area of Business Administration.
- Classroom-based – direct teacher/trainer training and One-to-one – with teacher/trainer, where required.
- Group discussions/group interactions – small group interaction with/without teacher
- Practical sessions/workshops – direct teacher/trainer training/supervision
- Simulated work environment / work experience
- On the job training
- Facilitated sessions – small groups.
- We are working on a Moodle element to incorporate into the self-directed, extra resources that learner may avail of during the course of the programme.

PROGRAMME DURATION:

Classroom-directed hours: Directed delivery is where qualified teacher/trainer delivers the content of the programme directly to the learner. It includes class contact, direct online contact, assessment and laboratory time. It can also include work-based direction.

Self-directed learning hours: Self-directed delivery means learning that is learner-led. It includes practise time, work experience, preparation, study time and reflection time. While a certain amount of self-directed learning activity is desirable, it must take into consideration the level of the award being offered and Learning-to-learn indicators for learners at that level and for the specific vocational area.

Duration of modules: each module may vary in duration but many will consist of 5 x training days or 10 x half day classes, plus self-directed learning hours, as above.