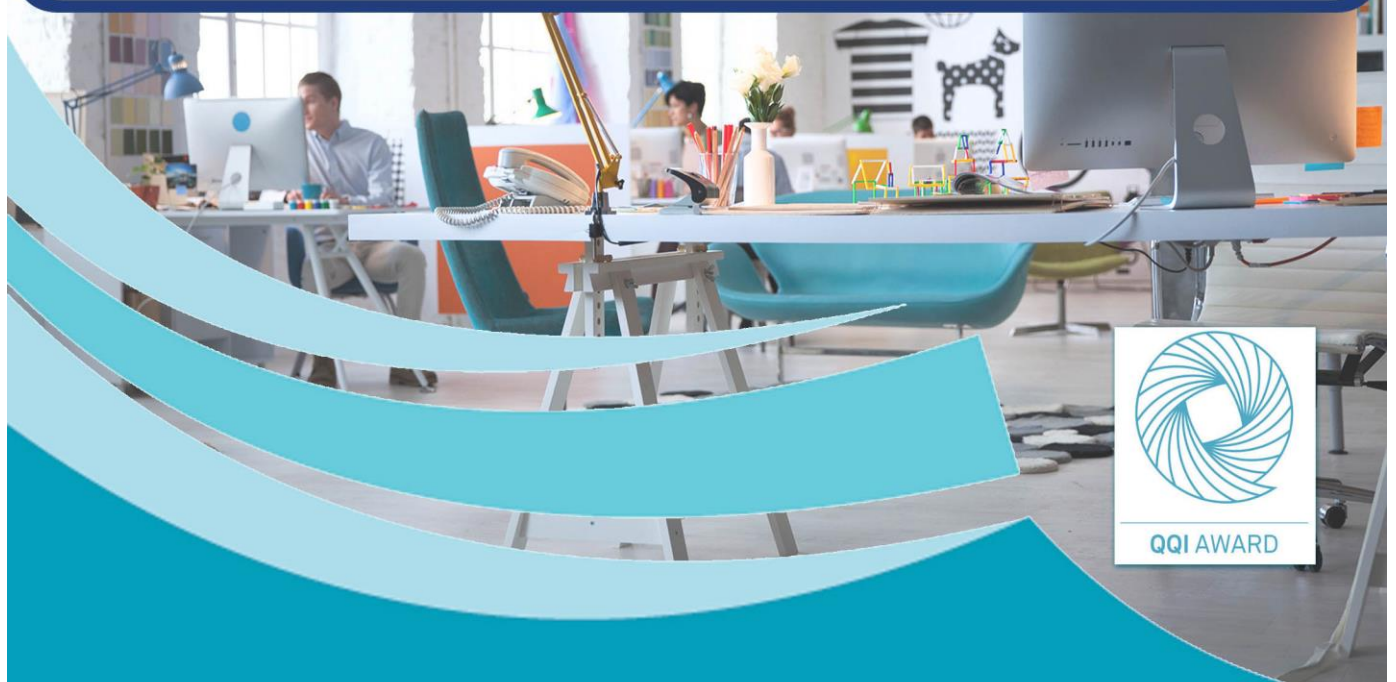


LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

QQI Business Administration Skills 5N1610

Course Information



| P: 044 - 934 2754 | | W: www.lirbusinesscentre.com |
| E: training@lirbusinesscentre.com |

Programme Objectives

QQI Business Administration Skills 5N1610

The aim of this award is to equip the Learner with the knowledge, skill and competence in the administration requirements of an organization, to work effectively on a range of administration tasks.

Entry: Leaving Certificate, QQI Level 5 Certificate or equivalent life/work experiences.

Learning Outcomes

1. Identify features of different types of business organisation.
2. Explain a range of organisational structures, to include hierarchical and flat structures.
3. Explore the different types of departments within an organisation, the cooperation between internal departments and the impact of the external environment on the business organization.
4. Analyse the impact of the external environment on a business.
5. Identify the main functions of management and the role and impact of Human Resource management in an organisation.
6. Examine a range of recruitment options for selecting and appointing staff and current employment rights legislation as it pertains to the staff selection and appointment.
7. Explain the need for quality, the role of quality systems, the various techniques and processes which are used to ensure quality in different types of organisations, to include manufacturing and service focused organisations, and quality accreditations available.
8. Explore sources of finance for a business, distinguishing between long, medium- and short-term finance and the need for and types of financial controls, to include cash flow.
9. Examine different types of meetings held within an organisation, the function and role of the meetings and the associated documentation.
10. Examine the insurance requirements of a business organisation, identifying appropriate insurance for different types of risk.
11. Implement and adhere to an organisations systems and procedures, to include, quality management and or control systems, financial controls, employee procedures and health and safety.
12. Complete a range of documentation necessary for the effective function of meetings within an organisation, to include agendas, meeting notes and minutes.
13. Maintain a range of documents pertaining to human resources management and employees within an organisation, to include employment contracts, attendance records and personnel files.
14. Process a range of business documentation to ensure effective implementation of an organisations financial and or quality systems and procedures and use a range of hardware and software to provide administrative support.
15. Carry out a range of administrative functions to support the effective implementation of organisational management systems and procedures.

Assessment

Assignment 60% and Examination: Theory 40%

Duration

This Programme comprises of 1 module. The duration of this module is typically 150 hours. This is a combination of 50 hours of Directed Learning and 100 hours of Self-directed learning. The 50 hours of Directed Learning takes place in Classroom Attendance and 'Live' Tutor Online Classes. Self-directed Learning is learner-led, and it includes self-directed study, through Lir eLearning Hub, preparation and reflection time. There are Virtual Office Hours throughout the week also to give you the opportunity of meeting your Tutor online if you have any queries.

A Blended and Online Course with 'Live' Tutor classes, optional Virtual Office Hours and Tutorials and One-OR 5 x Workshops (1 day per week) or 8 x Evening Classes plus self-directed learning with online support.

Fees and Payment Options

- Course fee: see www.lirbusinesscentre.com or phone Lir Reception 044-9342754 for a Quote.
- Payment 1) In full, or 2) Flexi-payments/Funding 3) In-Company - separate quote.
- You may qualify for funding by contacting your local Intreo/DSP Office.

Entry Requirements

It is expected that you will have a range of learning styles, strengths and needs related to the programme and have the capacity to take responsibility for your own learning within the managed classroom and online environment provided by Lir Business Services & Training Centre Ltd.

A competency test may be carried out for English language and literacy and/or keyboarding/computer skills to ensure that you have the skills necessary to complete the programme.

Delivery Mode(s)

Delivery modes include:

- Centre-based (face-to-face 'Live Tutor' instruction/in a classroom/and online class environment)
- Workplace learning
- Blended learning (hybrid model where a portion of learning is classroom-based and a portion of which is web-based learning)

Learner Progression

Learners who successfully complete this course may use the associated credits towards a Major Award.

For more information, visit www.lirbusinesscentre.com.