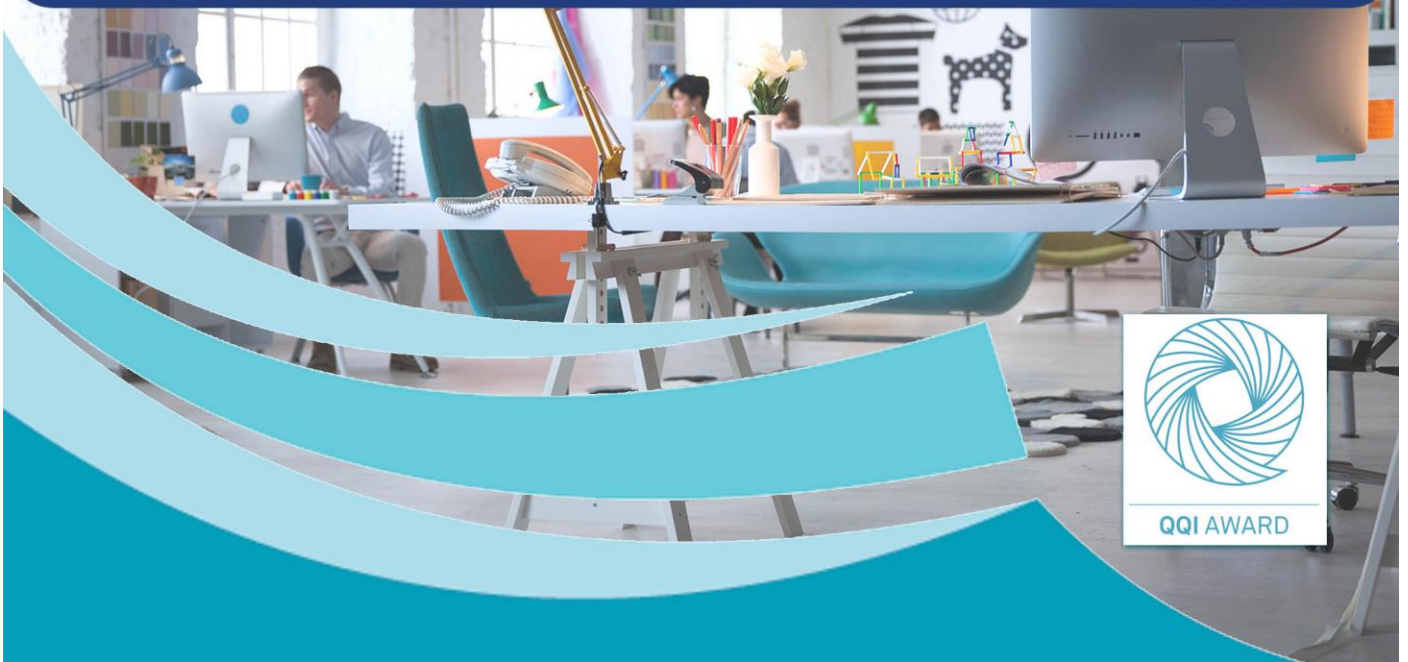


LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

QQI Business Administration Major Award 5M2428

Course Information



ESTB. 1988

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



PROGRAMME PROFILE:

The overall aim of this Programme is to provide you, the learner, with the opportunity to enable you 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 learning objectives stated in the Major Award and on over 30 years training experience with both individual learners, community-based group, and companies including multi-national companies. We offer both accredited and non-accredited training.

Lir Business Services & Training Centre also offers other business services such as printing and recruitment services to individuals and to client companies.

This is a part-time or full-time programme based on a 1200-hour typical learner effort, comprising of both directed and self-directed learning. On successful completion of 8 modules (including mandatory and elective modules) you will gain 120 credits for the QQI Business Administration Major Award 5M2468. You have the option of registering on our **Lir 'Train and Place' Programme** where we select a number of learners who are completing this Major Award, and we actively look, in conjunction with yourself, for suitable positions in a business/office environment. If you are completing this Major Award on evenings and Saturdays, this also gives you the option to work during the day or to keep your present position.

We discuss options with you before embarking on this Award, to ascertain your needs and advise on the best options for you in going forward.

OBJECTIVES:

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

- 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 you practical advice on modern, day to day business administration practices in an office environment.
- To facilitate you to take also responsibility for your own learning, through support from our Tutors and through self-directed learning outside of classroom time.
- To gain up-to-date IT skills for a business administration/office environment.
- To think critically and to reflect on your learning experiences.
- To give you the confidence to progress further to other modules or to another Level on the N.F.Q.

FEES / OR FUNDING:

1. This QQI Major Award may be completed one module at a time, in 2 Phases 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

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 (Microsoft Access) | Level 5 | Credit: 15 | _____ |
| 5N1389 | Information and Administration | Level 5 | Credit: 15 | _____ |
| 5N1546 | Payroll Manual and Computerised | 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 | _____ |
| 5N0765 | Intercultural Studies | Level 5 | Credit: 15 | _____ |
| 5N2428 | Medical Terminology | Level 5 | Credit: 15 | _____ |
| 5N3113 | Research and Study Skills | Level 5 | Credit: 15 | _____ |
| 5N1407 | Reception and Frontline Office Skills | Level 5 | Credit: 15 | _____ |
| 6N4169 | Administration Practice | Level 6 | Credit: 15 | _____ |
| 6N2228 | Assessment Practice | Level 6 | Credit: 15 | _____ |
| 6N4865 | Bookkeeping Manual and Computerised | Level 6 | Credit: 15 | _____ |
| 6N4310 | Business Management | Level 6 | Credit: 15 | _____ |
| 6N1950 | Communications | Level 6 | Credit: 15 | _____ |
| 6N4186 | Front Office Skills | Level 6 | Credit: 15 | _____ |
| 6N3750 | Human Resource Management | Level 6 | Credit: 15 | _____ |
| 6N2191 | Leadership | Level 6 | Credit: 15 | _____ |
| 6N4005 | Payroll Manual and Computerised | Level 6 | Credit: 15 | _____ |
| 6N4329 | Supervisory Management | Level 6 | Credit: 15 | _____ |
| 6N4089 | Spreadsheets Advanced | Level 6 | Credit: 15 | _____ |
| 6N3325 | Training Needs Identification and Design | Level 6 | Credit: 15 | _____ |
| 6N3326 | Training Delivery and Evaluation | Level 6 | Credit: 15 | _____ |
| 6N4977 | Word Processing Advanced | Level 6 | Credit: 15 | _____ |
| 6N1946 | Work Experience | Level 6 | Credit: 15 | _____ |

Credits must total 120 credits:

COURSE FEE: € - TO BE DISCUSSED, DEPENDING ON THE MODULES REQUIRED.

LIR MEDICAL SECRETARY – LEADING TO A QQI 5M2468 BUSINESS ADMINISTRATION MAJOR AWARD

All the modules are integrated so that they all focus on working in a Medical Office environment and that is why we would prefer they were done together. However, some of you may have completed some of the modules that form part of this award and they may have been completed as a general module or focused on another vocational area. If so, then you can still complete your selected modules that you have not completed and will receive a component certificate for that module(s).

The Lir Medical Secretary comprises of: QQI Business Administration Major Award which you may choose to complete in two Phases:

Semester 1:

Phase 1: At Level 5: (For Level 6, see Advanced Business Executive Programme for Office Managers)

5N1358 Word Processing (M)

5N1977 Spreadsheet Methods (M)

5N1407 Reception & Frontline Office Skills (O) 5N2428 Medical Terminology (O)

OR

At Level 6:

6N4977 Word Processing Advanced

6N4089 Spreadsheets Advanced

6N4186 Front Office Skills

5N2428 Medical Terminology

At this stage, start thinking about registering with the Lir 'Train and Place' Programme, if you are seriously looking for work in an office environment, so that a Personal Development Plan can be put in place to actively work on achieving your goal through the remaining modules, below, with Lir Business Services & Training Centre and the services of Lir Recruit.

Semester 2:

Phase 2: Remaining 4 modules to complete the Major Award:

At Level 5:

5N1610 Business Administration Skills (M)

5N1356 Work Experience (M)

5N0690 Communications (M)

OR

5N0972 Customer Service (M)

5N1354 Bookkeeping (M)

OR

At level 6:

6N3750 Human Resources Management (M)

6N4310 Business Management (M)

6N1950 Communications (M)

OR

6N2191 Leadership (M)

6N1946 Work Experience (M)

OR

6N?? Personal & Professional Development (M)

If you are planning to go on to Third Level College, think about completing 5N3113 Research and Study skills module.

Remember, that as long as you successfully complete 8 modules (15 credits each) which include the Mandatory modules (M) you will achieve a Major Award at the appropriate level. In theory, you may complete all modules in a general mode, with no particular focus on any working environment, however, it makes sense to complete your modules where they are integrated and that focus on the working environment where you want to work.

LIR RECEPTION/SECRETARY – LEADING TO A QQI 5M2468 BUSINESS ADMINISTRATION MAJOR AWARD

All the modules are integrated so that they all focus on working in a General Reception/Office environment and that is why we would prefer they were done together. However, some of you may have completed some of the modules that form part of this award and they may have been completed as a general module or focused on another vocational area. If so, then you can still complete your selected modules that you have not completed and will receive a component certificate for that module(s).

The Lir Reception/Secretary Programme comprises of: QQI Business Administration Major Award which you may choose to complete in two Phases:

Semester 1:

Phase 1:

At Level 5:

| | |
|--|--------------------------------|
| 5N1358 Word Processing (M) | 5N1977 Spreadsheet Methods (M) |
| 5N1407 Reception & Frontline Office Skills (O) | 5N2428 Medical Terminology (O) |
| <i>OR</i> | |

At Level 6:

| | |
|---------------------------------|------------------------------|
| 6N4977 Word Processing Advanced | 6N4089 Spreadsheets Advanced |
| 6N4186 Front Office Skills | 5N2428 Medical Terminology |

Semester 2:

Phase 2:

Remaining 4 modules to complete the Major Award:

At Level 5:

| | |
|---|--------------------------------|
| 5N1610 Business Administration Skills (M) | 5N1356 Work Experience (M) |
| 5N0690 Communications (M) | OR 5N0972 Customer Service (M) |
| 5N1354 Bookkeeping (M) | |
| <i>OR</i> | |

At level 6:

| | |
|---------------------------------------|--|
| 6N3750 Human Resources Management (M) | 6N4310 Business Management (M) |
| 6N1950 Communications (M) | OR 6N2191 Leadership (M) |
| 6N1946 Work Experience (M) | OR 6N??? Personal & Professional Development (M) |

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 outside of class time.
- Access to internet and PC is a requirement.

DELIVERY MODE / METHODOLOGY:

The Lir QQI Business Administration 5M2468 programme will be:

- Centre based (face-to-face instruction/tuition in a class room/studio/workshop)
OR
- Blended/Online with 'Live' Tutor Classes, optional Tutorials and One-to-One sessions.
- 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.

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 and non-IT modules may consist of 5 x training days or 10 x half day/evening classes, plus self-directed learning hours, as above.