



QQI Information and Administration 5N1389

Course Information

2017 – 2018



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Centre

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The aim of this award is to provide the Learner with the knowledge, skill and competence to gain an understanding on how information is processed and the administration tasks carried out in a business environment, through exploring the workings of an office, the functions and impact of new technology in an office environment, different business organisations, the importance of good planning and organization skills, allowing the learner to develop the vocational language, literacy and numeracy skills related to Information and Administration through the course content, to enable the learner to work effectively, under supervision.

Learning Outcomes

1. Explain the features of a range of organisations to include the functions of internal departments, the roles and duties of a range of personnel and the impact of workplace legislation on an organization.
2. Describe the administration functions of an office to include the equipment and resources available to carry out these functions.
3. Design an organizational chart.
4. Describe an effective diary management system.
5. Outline the roles and functions of a range of personnel in the planning and conduct a range of business meetings.
6. Create a manual or computerized database filing system.
7. Carry out a range of administration functions to include the use of office equipment, document collation and proofing and payment validation.
8. Organise inward and outward postage.
9. Carry out diary management to include meeting notices and minutes and the preparation of business trip itineraries.
10. Use office equipment and resources to meet the administration requirements of an organization.
11. Apply procedures to prevent unauthorized access to files and records.
business process.

Assessment

Assignment 30%, Skills Demonstration 30%, Examination - Theory 40%

Duration

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Fees & Payment Options

- Course fee: in full €350, or 2) Flexi-payments/Funding 3) In-Company - separate quote
- You may qualify for funding by contacting your local Intreo/DSP Office.

Learner Progression

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

Next Start Date: _____ 42 Mount Street, Mullingar, Co. Westmeath. Ph: (044) 934 2754