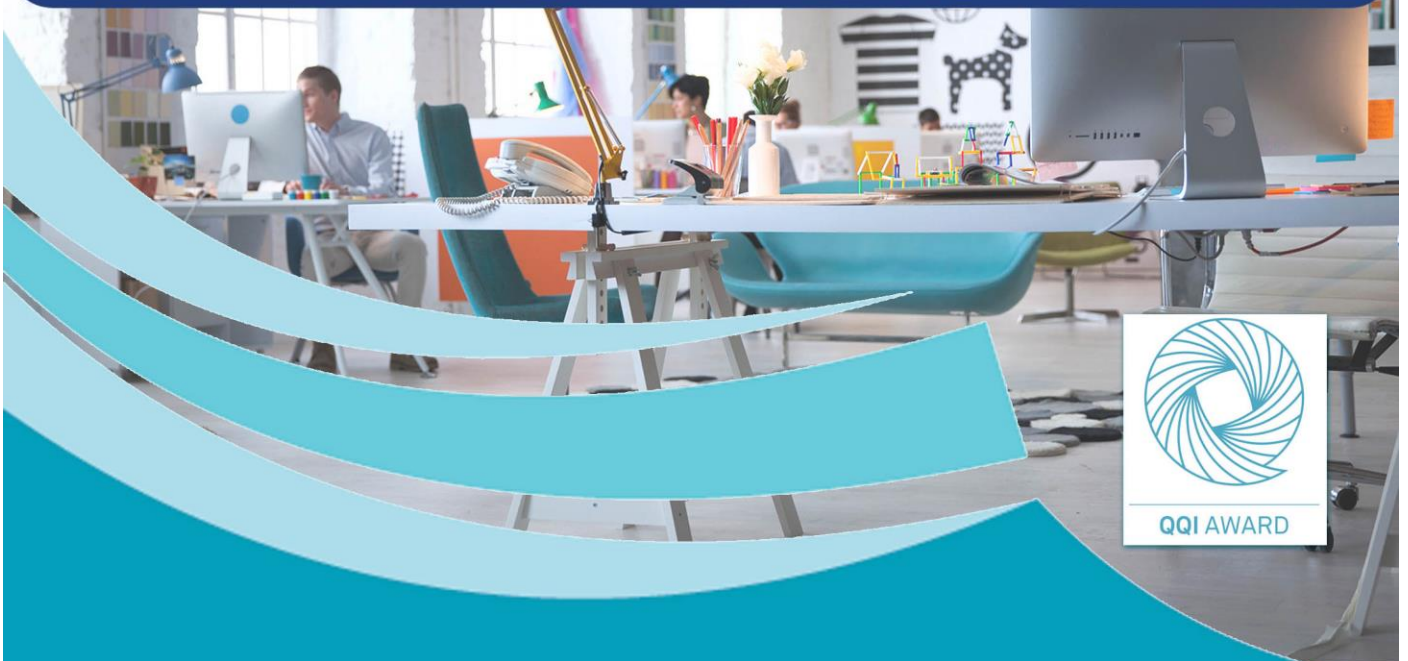


# LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

## QQI Major Awards

List of modules for each Major Award



**LIR QQI BUSINESS ADMINISTRATION MAJOR AWARD 5M2468**

<b>Requirement:</b> 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 (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: max credit of 30 at Level 5, or max 15 credits from L4 or Level 6 – if not selected above)**

5N0783	Database Methods (Microsoft Access)	Level 5	Credit: 15	_____
5N1364	Digital Marketing	Level 5	Credit: 15	_____
5N1389	Information and Administration	Level 5	Credit: 15	_____
5N2428	Medical Terminology	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	_____
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 QQI OFFICE ADMINISTRATION MAJOR AWARD 5M1997**

<b>Requirement:</b> 8 x modules	Level 5	Credits: 120 = Major Award
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**Mandatory:**

5N1389	Information and Administration	Level 5	Credit: 15	_____
5N1422	Text Production	Level 5	Credit: 15	_____
5N1358	Word Processing	Level 5	Credit: 15	_____

**Choose: 1 module:**

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

**Choose: 1 module:**

5N1356	Work Experience	Level 5	Credit: 15	_____
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**A minimum of 30 from the following:**

5N1354	Bookkeeping (Manual & Computerised)	Level 5	Credit: 15	_____
5N1610	Business Administration Skills	Level 5	Credit: 15	_____
5N0783	Database Methods (Microsoft Access)	Level 5	Credit: 15	_____
5N2428	Medical Terminology	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	_____
5N0690	Communications (if not selected above)	Level 5	Credit: 15	_____
5N0972	Customer Service (if not selected above)	Level 5	Credit: 15	_____

**Remaining Credits: Note: max credit of 30 at Level 5, or max 15 credits from L4 or Level 6 – if not selected above)**

5N1354	Bookkeeping (if not selected above)	Level 5	Credit: 15	_____
5N1610	Business Administration Skills	Level 5	Credit: 15	_____
5N0783	Database Methods (Microsoft Access)	Level 5	Credit: 15	_____
5N1364	Digital Marketing	Level 5	Credit: 15	_____
5N2428	Medical Terminology	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	_____
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	_____
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 QQI ADVANCED BUSINESS MAJOR AWARD 6M4985**

<b>Requirement:</b> 8 x modules	Level 6	Credits: 120 = Major Award
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**Mandatory:**

6N4310 Business Management

Level 6 Credit: 15

**Choose: a minimum of 1 module:**

6N1950 Communications

Level 6 Credit: 15

6N2191 Leadership

Level 6 Credit: 15

**Choose: a minimum of 1 module:**

6N1946 Work Experience

Level 6 Credit: 15

**Remaining Modules 45 credits:**

6N3750 Human Resources Management

Level 6 Credit: 15

6N4089 Spreadsheet Methods

Level 6 Credit: 15

6N4977 Word Processing Advanced

Level 6 Credit: 15

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

6N4169 Administration Practice

Level 6 Credit: 15

6N2228 Assessment Practice

Level 6 Credit: 15

6N4865 Bookkeeping (Manual &amp; Computerised)

Level 6 Credit: 15

6N4186 Front Office Skills

Level 6 Credit: 15

6N4005 Payroll (Manual &amp; Computerised)

Level 6 Credit: 15

6N4329 Supervisory Management

Level 6 Credit: 15

5N1610 Business Administration Skills

Level 5 Credit: 15

5N1354 Bookkeeping Manual and Computerised

Level 5 Credit: 15

5N0690 Communications

Level 5 Credit: 15

5N0972 Customer Service

Level 5 Credit: 15

5N0783 Database Methods (Microsoft Access)

Level 5 Credit: 15

5N1364 Digital Marketing

Level 5 Credit: 15

5N1389 Information and Administration

Level 5 Credit: 15

5N0765 Intercultural Studies

Level 5 Credit: 15

5N2428 Medical Terminology

Level 5 Credit: 15

5N1546 Payroll Manual and Computerised

Level 5 Credit: 15

5N3113 Research and Study Skills

Level 5 Credit: 15

5N1407 Reception and Frontline Office Skills

Level 5 Credit: 15

5N1977 Spreadsheet Methods

Level 5 Credit: 15

5N1422 Text Production

Level 5 Credit: 15

5N1358 Word Processing

Level 5 Credit: 15

5N1356 Work Experience

Level 5 Credit: 15

Credits must total 120 credits:

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

If you are interested in learning more about any of the modules, visit our website [www.lirbusinesscentre.com](http://www.lirbusinesscentre.com)  
or contact us at Lir Reception (044) 9342754 or [training@lirbusinesscentre.com](mailto:training@lirbusinesscentre.com)