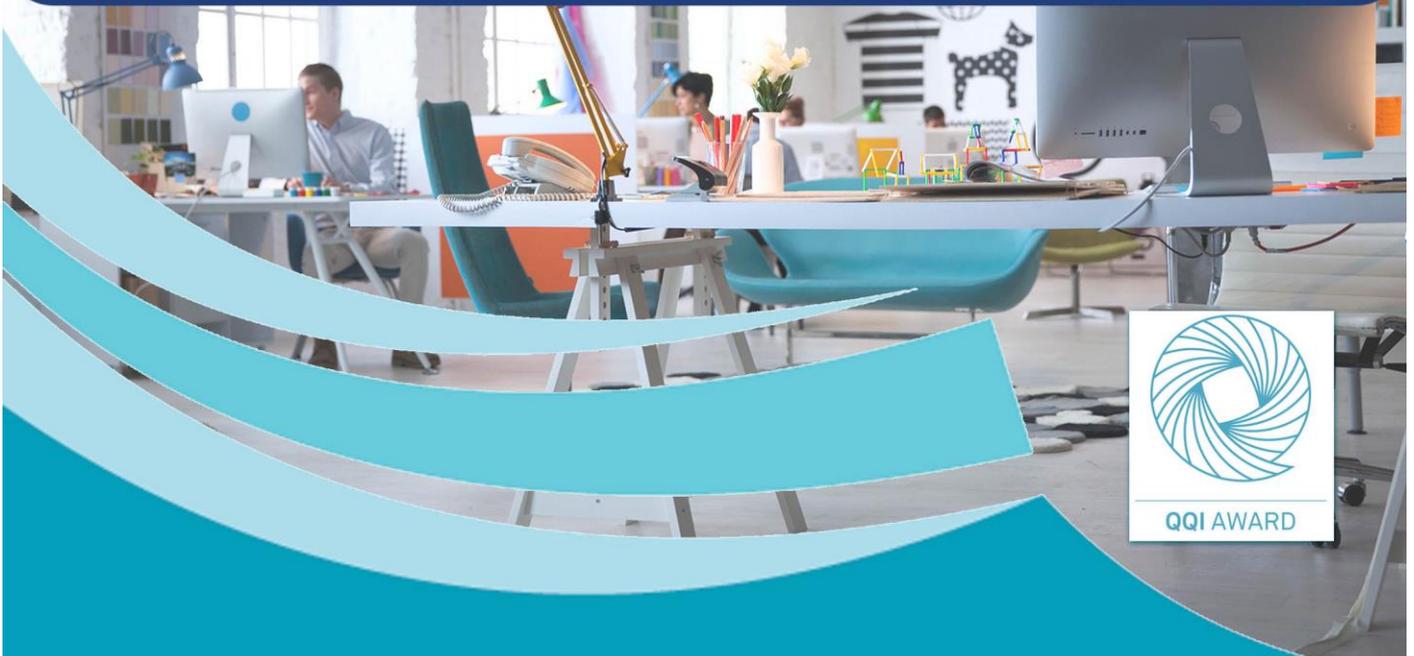


LIR BUSINESS SERVICES & TRAINING CENTRE LTD.

QQI Advanced Business Executive Programme for Office Managers Major Award 6M4985

Course Information



ESTB. 1988

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LIR QQI BUSINESS MAJOR AWARD 6M4985



PROGRAMME PROFILE:

The overall aim of this Programme is to provide you, the learner/organisation, with the opportunity to enable you to acquire the knowledge, skills and competence to work both independently and/or under supervision in an advanced 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 not restricted to a specific gender, geographic or economic group.

This is a part-time programme based on 1200 hours typical learner effort, comprising of both directed and self-directed learning. This Major Award lists 16 modules. On successful completion of 8+ modules, you the learner, will gain 120 credits for the QQI Advanced Certificate in Business 6M4985. Learners are required to undertake a range of mandatory and elective modules, as indicated in the QQI Certificate Specification for the QQI Award 6M4985.

We engage with each individual and organisation to ensure the programmes are customised to the particular needs of the learner/organization, while focusing on the learning outcomes, content, assessment, and evaluation. The content of the component modules will be delivered over a range of different time periods, suiting the particular learner/learner group/organisation. Commitment to Lir Business Services & Training Centre's QA is of paramount importance and standards will be maintained.

This programme is based on 30 years training experience with both individual learners, community-based groups, and companies. We hope that this experience coupled with our enthusiasm to allow you, the learner/organisation, to grow and benefit from the knowledge, skills and competencies encompassed in the modules, to achieve your goals.

OBJECTIVES:

To gain knowledge, skill and competence in a range of business and I.T. areas; in the practical, efficient and advanced use of standard computer applications software with a view to upskilling, gaining employment or improving job prospects in this area. Emphasis is placed on making sure you are job-ready after successfully completing this award.

Our objectives are to facilitate you to:

- develop an understanding of principles and theoretical concepts of business management techniques in a range of contexts.
- explore Business with a view to re-skilling/up-skilling and exploring concepts and subject areas that may interest you in future programmes or employment, for example, in a medical office or pharmaceutical office environment.
- provide a programme of learning that is vocationally specific in nature and flexible in structure so that you also have the opportunity to improve your specialised academic and vocational literacy, numeracy, ICT and planning skills while participating in the programme.
- enhance confidence and ability and assist in reaching your full potential.
- develop your interpersonal, teamworking, leadership, learning to learn, time keeping and time management skills, as appropriate, to enable you to take responsibility for your own learning and to support progression including future participation in education and employment
- develop analytical, reflection, evaluation and research skills as appropriate to your vocational setting, thus affording you the opportunity to progress to programmes leading to awards at level 7 or above.
- to be more interculturally aware by developing a respect for self, others and for diversity and exploring a variety of ways of dealing with issues arising from cultural differences.

LIR QQI ADVANCED BUSINESS MAJOR AWARD 6M4985

Requirement: 8 x modules Level 6 Credits: 120 = Major Award

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 & Computerised) Level 6 Credit: 15

6N4186 Front Office Skills Level 6 Credit: 15

6N4005 Payroll (Manual & 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

5N1356 Work Experience Level 5 Credit: 15

5N1422 Text Production Level 5 Credit: 15

5N1358 Word Processing 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

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

| | | | | |
|--------|---------------------------------------|---------|------------|-------|
| 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 | _____ |

Credits must total 120 credits:

ACCREDITATION:

On completion of this full Major Award Learners will gain a QQI 6M4985 Major Award in Business.

On completion of a component certificate (a module) Learners will gain a QQI 6NXXXX (Module Title).

FEES AND/OR FUNDING:

1. This is a full QQI Major Award which, when booked in full, may be completed one module at a time.
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 Group quotes are available for the full Award, or per module, on request.

ENTRY REQUIREMENTS:

Learners who have a Level 5 Certification and a computer skills qualification at Level 5 in Word Processing and Spreadsheets, and/or life/work experience at that level or higher. Learners will also require a good command of the English language and have a recognised English language qualification. However, some supports exist for Learners where English is not their first language.

In order to commence this programme, the learner must have either successfully completed a programme at a level 5 QQI Certificate/ equivalent qualifications. If the learner does not possess the required qualification they may also be eligible if they can demonstrate that they possess the levels of knowledge, skill and competence associated with NFQ level 5.

The interview process ascertains existing levels of knowledge, skills and competence and English language proficiency. An assessment of English writing and comprehension to ensure equivalency with English language speaking and learning to assess a minimum standard level is given to test those learner's English language levels, so that they are equipped with the correct standard of English to participate in the programme. This is important for those learners with English as a second language who have been referred from SOLAS or INTREO or a Community Employment route to us.

In order for the learner to have a realistic chance of achieving the standard of a level 6 award, it is expected that the learner would have:

- Participated in relevant work experience
- Participated in all the programmes related activities
- Fluently read, draft, prepare and understand complex material which is relevant and reflects a broad personal knowledge
- Fluently read, draft, prepare and understand complex quantitative data
- Problem solving within a group or number of groups and independently
- Be disciplined in self-directed learning in line with practical, preparation, study and reflection time where appropriate
- Committed to attending classroom-based learning
- Adopt responsibility for own understanding and behaviour

- Display the use of the specialised skills learned.

Learners having been interviewed (above) to ascertain their level of knowledge, skills and competencies to ensure that they meet the entry-level to this Award; that they have the skills, knowledge and competencies at Level 6 on the National Framework of Qualifications, and that they fully understand their own responsibility for learning to build on existing skills and knowledge.

DELIVERY MODE/METHODOLOGY:

The Lir QQI Business 6M4985 programme will be:

- centre-based (face-to-face instruction/tuition in a class room/studio/workshop);
- group discussions/group interactions, one-to-one sessions, peer learning, and facilitated sessions – including team-based learning.
- practical sessions/workshops – simulated work environment, and workplace learning/placement (Work Experience Module)
- reflective practice encouraged for learners across all modules.
- ICT will be incorporated into each module using approved apps and an online classroom.

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 is 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 for the specific vocational area.

Duration of modules: The full Major Award is 1200 hours, comprising of 400 hours classroom-directed learning, and 800 hours self-directed learning. Each module may vary in duration, for example, 5 x training days or 10 x half day classes, plus self-directed learning hours, per module, as above. Each module is covered within a 3-calendar month period, from commencement of instruction to the learner receiving their assessment result.

QQI BUSINESS 6M4985 COMBINATION OPTIONS:

1. Office Assistant/Manager – General

| No. | Module Title | No. | Module Title |
|--------|-------------------------|--------|--------------------------------|
| 6N4310 | Business Management (M) | 6N1946 | Work Experience (M) |
| 6N1950 | Communications (M) | 6N3750 | Human Resources Management (M) |
| 6N2191 | Leadership (E) | 6N4329 | Supervisory Management (E) |
| 6N4089 | Spreadsheets (M) | 6N4977 | Word Processing (M) |

This option is ideal if you are interested in a General Business Major Award. As you can see from the module choice you have the mandatory module (M) and elective modules (E).

2. Medical Assistant/Office Manager

| No. | Module Title | No. | Module Title |
|-----|--------------|-----|--------------|
|-----|--------------|-----|--------------|

| | | | |
|---------------|-------------------------------|--------|--------------------------------|
| 6N4310 | Business Management (M) | 6N1946 | Work Experience (M) |
| 6N1950 | Communications (M) | 6N3750 | Human Resources Management (M) |
| 6N4089 | Spreadsheets (M) | 6N4977 | Word Processing (M) |
| 5N2428 | Medical Terminology (A) | 6N4865 | Bookkeeping (E) |
| 5N3113 | Research and Study Skills (A) | | |

This option is ideal if you are interested in a working as a Medical Assistant/Office Manager with a QQI 6M4985 Business Major Award. As you can see from the module choice you have the mandatory module (M), elective modules (E), and suitable additional modules (A) such as Medical Terminology (Level 5) and Research and Study Skills (Level 5).

3. Office Assistant/Manager – Community Setting

| No. | Module Title | No. | Module Title |
|---------------|-------------------------------|--------|--------------------------------|
| 6N4310 | Business Management (M) | 6N1946 | Work Experience |
| 6N1950 | Communications | 6N3750 | Human Resources Management (E) |
| 6N4089 | Spreadsheets | 6N4977 | Word Processing |
| 6N2191 | Leadership | 5N0765 | Intercultural Studies (A) |
| 5N3113 | Research and Study Skills (A) | | |

This option is ideal if you are interested in a working as an Office Assistant/Manager in a Community Office environment with a QQI 6M4985 Business Major Award.. As you can see from the module choice you have the mandatory module (M), elective modules (E), and suitable additional modules (A) such as Intercultural Studies (Level 5) and Research and Study Skills (Level 5).

4. Office Assistant/Manager – Training / FET Setting

| No. | Module Title | No. | Module Title |
|---------------|--|--------|----------------------------|
| 6N4310 | Business Management | 6N1946 | Work Experience |
| 6N1950 | Communications | 6N3750 | Human Resources Management |
| 6N4089 | Spreadsheets | 6N4977 | Word Processing |
| 6S3372 | Training & Development Specific Purpose Award (30 credits) | 6N2228 | Assessment Practice |

5. Office Assistant/Manager – Training / FET Setting

| No. | Module Title | No. | Module Title |
|---------------|--|--------|-------------------------|
| 6N4310 | Business Management (M) | 6N1946 | Work Experience (M) |
| 6N1950 | Communications (M) | 6N2191 | Leadership (E) |
| 6N4089 | Spreadsheets (M) | 6N2428 | Word Processing (M) |
| 6S3372 | Training & Development Specific Purpose Award (15 credits) (A) | 6N2228 | Assessment Practice (A) |
| 5N0765 | Intercultural Studies (A) | | |

This option is ideal if you are interested in a working as an Office Assistant/Manager in a Training/FET (Further Education and Training) office environment with a QQI 6M4985 Business Major Award. As you can see from the module choice you have the mandatory module (M), elective modules (E), and suitable additional modules (A) such as adding the QQI 6S3372 Training & Development Specific Purpose Award, Assessment Practice, and Intercultural Studies (L5).

6. Office Assistant/Manager – Accountancy Setting

| No. | Module Title | No. | Module Title |
|--------|---------------------|--------|----------------------------|
| 6N4310 | Business Management | 6N1946 | Work Experience |
| 6N1950 | Communications | 6N3750 | Human Resources Management |
| 6N4089 | Spreadsheets | 6N4186 | Word Processing |
| 6N4865 | Bookkeeping | 6N4005 | Payroll |

7. Office Manager – (may have a Level 6 module(s) completed already)

| No. | Module Title | No. | Module Title |
|---|-----------------------|--------|---------------------------------------|
| 6N4310 | Business Management | 6N1946 | Work Experience |
| 6N1950 | Communications | 6N3750 | Human Resources Management |
| 6N4089 | Spreadsheets | 6N4169 | Administration Practice |
| If you have any of the following modules completed already, you may have the option of adding some of them to this module combination to achieve the QQI 6M4985 Business Award | | | |
| 6N | Customer Service | 6N | Personal and Professional Development |
| 6N1941 | Entrepreneurship | 6N2054 | Consultative Selling |
| 6N2775 | Conflict Management | 6N3613 | Sales & Marketing Management |
| 6N3911 | Computerised Accounts | 6N3925 | Contract Centre Support Skills |
| 6N3945 | Managing People | 6N4045 | Business Law |
| 6N4090 | Project Management | 6N4091 | Applied Economics |
| 6N4105 | Business Planning | 6N4106 | Business Development |
| 6N4125 | Civil Litigation | 6N4146 | Costing |
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