



Advanced Business Executive Programme for Office Managers (leading to a QQI 6M4985 Business Major Award)

2019 - 2020



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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
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Mandatory:

6N4310	Business Management	Level 6	Credit: 15	_____
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Choose: a minimum of 1 module:

6N1950	Communications	Level 6	Credit: 15	_____
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6N2191	Leadership	Level 6	Credit: 15	_____
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Choose: a minimum of 1 module:

6N1946	Work Experience	Level 6	Credit: 15	_____
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Remaining Modules 45 credits:

6N3750	Human Resources Management	Level 6	Credit: 15	_____
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6N4089	Spreadsheet Methods	Level 6	Credit: 15	_____
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6N4977	Word Processing Advanced	Level 6	Credit: 15	_____
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*Remaining Credits: Note: maximum credit of 30 at Level 6, or *maximum 15 credits from Level 5*

6N4169	Administration Practice	Level 6	Credit: 15	_____
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6N2228	Assessment Practice	Level 6	Credit: 15	_____
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6N4865	Bookkeeping (Manual & Computerised)	Level 6	Credit: 15	_____
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6N4186	Front Office Skills	Level 6	Credit: 15	_____
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6N4005	Payroll (Manual & Computerised)	Level 6	Credit: 15	_____
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6N4329	Supervisory Management	Level 6	Credit: 15	_____
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5N1610	Business Administration Skills	Level 5	Credit: 15	_____
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5N1354	Bookkeeping Manual and Computerised	Level 5	Credit: 15	_____
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5N1356	Work Experience	Level 5	Credit: 15	_____
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5N1422	Text Production	Level 5	Credit: 15	_____
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5N1358	Word Processing	Level 5	Credit: 15	_____
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5N0690	Communications	Level 5	Credit: 15	_____
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5N0972	Customer Service	Level 5	Credit: 15	_____
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5N0783	Database Methods (Microsoft Access)	Level 5	Credit: 15	_____
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5N1389	Information and Administration	Level 5	Credit: 15	_____
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5N1546	Payroll Manual and Computerised	Level 5	Credit: 15	_____
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5N1977	Spreadsheet Methods	Level 5	Credit: 15	_____
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5N1422	Text Production (if not selected above)	Level 5	Credit: 15	_____
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5N1358	Word Processing (if not selected above)	Level 5	Credit: 15	_____
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5N1364	Digital Marketing	Level 5	Credit: 15	_____
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5N0765	Intercultural Studies	Level 5	Credit: 15	_____
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5N2428	Medical Terminology	Level 5	Credit: 15	_____
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5N3113	Research and Study Skills	Level 5	Credit: 15	_____
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5N1407	Reception and Frontline Office Skills	Level 5	Credit: 15	_____
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Credits must total 120 credits:

ACCREDITATION:

On completion of this full Major Award Learners will gain a QQI 6N4985 Major Award in Business.

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

FEES / 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:

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. This may be determined through relevant life and workplace experience. 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 will:

- participate in relevant work experience.
- participate in all programme 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.
- engage in problem-solving within a group/team or number of groups/teams, and independently.
- be disciplined in self-directed learning in line with practical, preparation, study and reflection time, where appropriate.
- commit to attending classroom-based learning.
- adopt responsibility for own understanding and behaviour.
- display the use of the specialised skills learned.

Learners are interviewed 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 5, and that they fully understand their own responsibility for learning and to build on existing skills and knowledge. Access to internet and a computer is a requirement, however, the use of fully licensed Microsoft 365 software is available both in class and at home.

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