

## Business Administration with Digital Skills for Work

NFQ Level	Level 5
QQI Code	5M2468
Duration	March 2021 - December 2022, in line with Primary School Calendar
Fees	This is a fully funded programme through the Mná na hÉireann (Women of Ireland) Project funded by Rethink Ireland
ECTS Credits	120
Awarding Body	QQI
Next Intake	March 2021
Format	<p><b>Induction Day:</b> Exact date in March to be confirmed (provisionally 08/03/21). This programme will be exclusively online until at least the summer of 2021. Face-to-face workshops may take place after that, pending COVID-19 guidelines.</p> <p><b>Weekly Online Sessions:</b> Twice a week (Mondays &amp; Wednesdays provisionally) from 9:30 to 13:00 online. There will also be a workshop one Saturday every 3 to 4 weeks from 09:30 to 13:00. All sessions are recorded and made available after class.</p>

Please note: format given is accurate at the time of publication but subject to revision. Programmes will only run where viable.

### Programme Overview

An Cosán is working in partnership with the Mná na hÉireann Fund to deliver a Women's Education Programme via blended learning that will lead to a QQI Level 5 Major Award in Business Administration with Digital Skills for Work. Completion of the Level 5 Major Award can lead the learner to accessing meaningful employment and/or progression to Higher Certificate (QQI Level 6) and BA Degree (QQI Level 7/8) awards in a Business discipline in other institutions. The learner may also choose to join one of a range of options which are detailed in An Cosán's Programme Prospectus.

### Aim of Programme

The aim of this interdisciplinary blended online certificate programme is to develop student's comprehensive knowledge and understanding of the theory, concepts and structures associated with Business Administration and Digital skills and then implement these new skills and competences into their professional and personal lives.

### Format and Modules at a Glance

The first **Induction day** will introduce students to the course content, the technology, as well as one another. This will be an online workshop. Subsequent sessions will be delivered twice weekly (Mondays & Wednesdays provisionally) from **9:30 to 13:00**. We also offer tutorial sessions in the virtual classroom to help learners with their study skills and assignments.

## Modules at a Glance:

### Year 1: Mar – Apr 2021 – Introduction to Adult Learning and Personal Development

Weekly Online Sessions: Twice a week (Mondays & Wednesdays provisionally) for 3 hours every session (10:00 to 13:00)					
Module #	Title	Duration	Induction Day Workshop	Saturday Workshops	Final Workshop
Introduction	Introduction to Adult Learning & Personal Development	6 weeks	Mar 2021	1 Saturday TBC	Apr 2021

### Year 1: May 2021 – June 2022 (Accredited Programme)

Twice Weekly Online Sessions – Mondays & Wednesdays provisionally from 9:30 to 13:00					
Module #	Title	Duration	Start Date	Face to Face Workshops	End Date
Module 1	Word Processing	7 weeks	May 2021	3 Saturdays TBC	June 2021
	<i>Summer Holidays</i>		<i>July 2021 and August 2021</i>		
Module 2	Spreadsheet Methods	7 weeks	September 2021	3 Saturdays TBC	October 2021
	<i>Midterm Break</i>		<i>October 2021</i>		
Module 3	Communications	7 weeks	November 2021	3 Saturdays TBC	December 2021
	<i>Christmas Holidays</i>		<i>December 2021</i>		
Module 4	Business Administration	7 weeks	January 2022	3 Saturdays TBC	February 2022
	<i>Midterm Break</i>		<i>February 2022</i>		
Module 5	Marketing Practice	7 weeks	March 2022	3 Saturdays TBC	April 2022
	<i>Easter Holidays</i>		<i>April 2022</i>		
Module 6	Reception & Front-Line Office Skills	7 weeks	May 2022	3 Saturdays TBC	June 2022
	<i>Summer Holidays</i>		<i>July 2022 and August 2022</i>		

### Year 2: September 2022 - December 2022 (Accredited Programme)

Twice Weekly Online Sessions – Mondays & Wednesdays provisionally from 9:30 to 13:00					
Module #	Title	Duration	Start Date	Face to Face Workshops	Final Workshop
Module 7	Bookkeeping and Computerised Accounts	7 weeks	September 2022	3 Saturdays TBC	October 2022
	<i>Midterm Break</i>		<i>October 2022</i>		
Module 8	Work Experience	7 weeks	November 2022	3 Saturdays TBC	December 2022
	<i>Course Ends</i>		<i>December 2022</i>		

\*All modules above are included in the Major Award but the order in which they run may vary.

## Teaching, Learning and Assessment

Students will acquire in-depth knowledge and develop research and problem-solving skills through work and enquiry-based learning, more formally structured tuition, and self-directed learning. They will develop competencies in the following transferable skills: written and oral communication, critical thinking, digital literacy, group collaboration, problem solving, planning & time management. A variety of assessment methods such as reflective journals, presentations, research projects, portfolios and assignments are used on the programme.

## Learner Supports

At An Cosán, we support our learners fully so that they can achieve their full potential.

- ✓ Technology moderators provide technical support and encouragement to learners in advance of and during online sessions.
- ✓ Qualified tutors with in-depth classroom experience and subject matter expertise are readily available to discuss programme content.
- ✓ One-to-one online mentors are available throughout the programme.
- ✓ Learners are actively encouraged to support one another and build collaborative learning communities.



## Time commitment

**Live sessions:** For each accredited module (8 modules), you need to be available for twice weekly online workshops from 9:30 to 13:00. There will also be a Saturday workshop every 3 to 4 weeks from 10:00 to 13:00. Whilst sessions are recorded, the learner is required to attend the Live Virtual Classroom. This enables maximum participation and ensures a more positive and holistic learning experience.

**Self-directed study:** It is recommended that participants allocate a minimum of 3 hours per week for self-directed study to cover suggested readings and videos.

## Entry Requirements

Applicants must be 18 years+. Applicants should have completed the Junior or Leaving Certificate or a QQI (FETAC) Major Award at Level 4 and be fluent in English. Other applicants will be considered on a case-by-case basis in accordance with An Cosán's quality assurance policies and procedures.

## Admissions

We are currently receiving applications for this programme which is commencing in March 2021. Places are limited to 24 learners and will be allocated on a first come basis. A reference from a community-based organisation may be requested where applicable.

## Fees

This is a fully funded programme through the Mná na hÉireann (Women of Ireland) Project funded by Rethink Ireland. As the programme is being delivered online, learners will need access to a laptop and internet connection. If learners don't have a laptop, An Cosán will endeavour to source suitable equipment. In this situation, a refundable contribution will be required for the duration of receipt of the equipment while the course is in progress.

## For more information and to register a place contact:

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