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This prospectus is issued primarily as a guide to prospective applicants to the college for the 2008 / 2009 academic year and is not to be viewed as part of a contract between the college and the applicant or between the college and any other party. The college reserves the right to change course content and course schedules. While every effort has been made to ensure that the information contained in this brochure is correct, the college is not liable for any errors herein.



Ormonde Business School

Full-Time Programmes: 2009-2010



Guy Flouch, Director of the College, at the launch ceremony with Taoiseach Brian Cowen.

## Our Vision

ORMONDE BUSINESS SCHOOL offers significant opportunities to students who are seeking employment-focused qualifications at third-level. These opportunities embrace an enhanced undergraduate experience that is not currently available in the Midlands of Ireland.

The college will ensure these opportunities through:

- offering, to those seeking to fast-track their careers, a tight portfolio of employment-relevant business programmes;
- its innovative and student-centred teaching and teaching delivery systems;
- high levels of support provided to its students;
- the employment-focused skills sets acquired by its students;
- the development of cutting edge personal skills

Employers are encouraged to contribute towards programme design and skills-set development. This partnership will add significantly to the reputation of ORMONDE BUSINESS SCHOOL graduates as being 'well-formed' for business careers.

## Cutting Edge Personal Skills

Ormonde Business School knows, that to ensure employability in the employment market of the Information Age, core business skills need to be supplemented by the development of cutting-edge personal skills. Accordingly, students on all programmes are facilitated in their acquisition of:

- interpersonal communication skills
- goal setting skills selling techniques
- job search skills
- a positive mindset
- learning skills

The facilitation of these skills commences on day one of your programme.



## Learning Environment @ Ormonde Business School

### Teaching Excellence

Ormonde Business School accepts that it is the teachers that make the difference. Lecturers make a difference to your:

- understanding
- confidence
- motivation
- enjoyment

We employ a panel of superb lecturers, many of whom, importantly, are currently working in the field that they are teaching you about.

### Small Class Sizes

Ormonde Business School does not subscribe to the idea that large groups can facilitate good learning. We understand that high teaching standards, when combined with small class sizes, enable an optimal learning environment.

### Personal Tutor System

At Ormonde Business School, you are our customer. Our staff is here for your benefit and we will find every way we can to ensure you achieve your goals.

Every student at Ormonde Business School is given a Personal Tutor who is available to give you confidential support on a one-to-one basis.

### Facilities

Ormonde Business School is situated in the centre of Tullamore, with convenient access to all local amenities and excellent parking.

In-house facilities include:

- comfortable learning rooms equipped with plasma screens
- wireless broadband access for all students
- a library
- a 16-unit multimedia IT centre
- student canteen

## Diploma in Business

Validated by ICM, with FETAC modules



DURATION	▶	One year
CLASSES	▶	Two evenings per week

### Programme Objectives

This programme will equip you with the knowledge of key concepts for careers in business. You will also develop your professional and personal skills, particularly in the area of communication. It is designed to give you a good understanding of both the practical and theoretical skills necessary for success in business.

In addition to providing participants with a comprehensive knowledge of each of the major business disciplines, the course aims to ensure that students will have a wide range of career and further education opportunities open to them upon completion of the programme.

#### Who is the Programme For?

This programme is for those currently working or seeking to work in business, management, supervision or administration. It is suited to those already employed in areas such as personnel, computing, retail, engineering, manufacturing, the health sector and other service industries, who seek to advance or broaden their careers with a formal business qualification.

#### Programme Content

Business Management & Administration  
Marketing  
Customer Service  
Business Law  
Organisational Behaviour  
Economics for Business  
Accounting  
Work-based Project

#### Awards

ICM Diploma in Business  
[at Level 4 on UK National Qualifications Framework which is equivalent to Level 6 in Ireland]  
FETAC Level 5 Award in Marketing Practice  
FETAC Level 5 Award in Business Administration  
FETAC Level 5 Award in Customer Service

#### Progression

This qualification provides a pathway for students to further professional qualifications and higher education qualifications including, a Higher Certificate in Business or Bachelor of Business.

#### Entry Requirements

- Five passes at Leaving Certificate. Where you don't have a Pass in Maths, you must commit to a course of study in Leaving Cert Maths, with a view to repeating your exams in the following June.

- demonstrate at an informal interview their interest in the course applied for and their commitment to success

Students over 21 on the 01 January preceding the commencement of a course, and who don't have the minimum academic entry requirements, may be admitted to a course on the basis of an interview, where they will be required to demonstrate an interest in, and a commitment to the course applied for.

#### Fees

All fees can be paid in instalments.

## Diploma in Office Administration & Skills and FETAC Level 5 Cert in Business & Secretarial Studies

DURATION	▶	One year
CLASSES	▶	Two evenings per week



### Overview

Many of us find ourselves working in office environments, often with significant administration responsibilities, without a complete training background in the skills required for your role.

This innovative programme will provide you with the skills and knowledge required for multi-tasking roles in offices, including office administrators, receptionists, personal assistants and secretaries. Importantly, it will also provide you with official certification of these skills, which you can use to build towards other qualifications and guide your career onwards and upwards. This programme, which will provide you with a portfolio of qualification when you graduate, will equip you with an excellent grounding in the core areas of Office Procedures and Communications, as well as in the important areas of I.T Skills, Book-keeping and Marketing. With these skills and knowledge, you will be able to make a valuable contribution to a wide range of office environments.

You may enrol just for our FETAC Level 5 Certificate programme or for our full Diploma programme.

#### Programme Content

##### [FETAC Level 5 Certificate in Business & Secretarial Studies]

- Information & Administration
- Word-processing
- Communications
- Payroll (Manual & Computerised)
- Bookkeeping (Manual & Computerised)
- Reception Skills

##### [Diploma in Office Administration & Skills]

All above modules plus  
Customer Service  
ECDL [all 7 modules]

#### Awards

- FETAC Level 5 Certificate in Business and Secretarial Studies
- Diploma in Office Administration & Skills
- FETAC Level 5 Award in Customer Service
- ECDL [European Computer Driving Licence]



#### Progression

The FETAC Level 5 Certificate provides a pathway for students to further qualifications and higher education qualifications.

## FETAC Level 5 Certificate in Childcare



DURATION ▶ One year  
CLASSES ▶ Two evenings per week



### Overview

This evening course is for those of who are interested in pursuing a career in childcare. It is designed for those who wish to care for young children in a range of settings, which may include Nurseries, Crèches, Play groups, Primary Schools and Special Needs areas.

### Modular Structure

The course is delivered in distinct modules so, if you are only interested in formalising your skills and knowledge in a specific area, you can register for single modules, or a limited number of modules.

### Exemptions

If you have already acquired some of the Level 5 modules in this programme, you may apply for exemptions.

### Work Experience

This course also contains a work experience module certified by FETAC. A minimum two weeks work placement must be completed in a relevant vocational area. We will assist you in finding a work placement.

### Programme Content

- Caring for Children (0 - 6 years)
- Working in Childcare
- Early Childhood Education
- Child Development
- Art & Craft for Childcare
- Communications
- Personal Effectiveness
- Work Experience

### Assessment

Assessment is based on continuous assessment both in the work place and in the classroom.

### Award

FETAC Level 5 Certificate in Childcare

## FETAC Level 5 Certificate in Interior Design



DURATION ▶ One year  
CLASSES ▶ Two evenings per week

### Overview

This course is aimed at those of you who may have an interest in the area of interior design and now wish to acquire the practical and creative skills and training necessary to work as a qualified designer at a junior level or to set up in business for residential clients and smaller contracts. This programme provides the skills and confidence needed to take up a position as a junior designer or to work in the design industry as a freelance designer.

This course will develop your personal and professional skills as an interior designer and will provide you with an attractive skill and knowledge set when approaching employers, together with a portfolio of work to show to potential clients and employers.

This portfolio can also be used to gain access to further education or training in the design field.



### Assessment

Students will be required to complete a range of assignments and practical / theory based examinations in order to successfully complete this course.

### Award

FETAC Level 5 Certificate in Interior Design

### Programme Content

- Architectural drawing
- Colour and light
- Computer Aided Draughting [2D]
- Design
- Combined materials
- Communications
- Appreciation of Art and Design
- Work experience