

Programme	Business Administration with Digital Skills for Work
QQI Level	Level 5
Duration	2 Years Part-time – Face-to-Face with occasional blended (weather etc.)
Format	<p>This programme will be delivered 2 evenings per week in An Cosán.</p> <p>All classes are scheduled in line with the primary school calendar (we take the same holidays as primary schools).</p> <p>Learners will attend classes in An Cosán from 6:30pm to 9:30pm every Tuesday & Thursday evening.</p> <p>A minimum of 80% Attendance required</p>
Fees	This is a fully funded programme through the DDLETB ALCE Grant for people who meet the eligibility criteria below.
Awarding Body	QQI, An Cosán
Next intake	2025/2027 Academic Year

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

Programme Overview

This two-year evening programme is designed to equip adult learners with practical, work-ready skills in business administration, communication, and digital literacy. Delivered on a part-time basis, it offers a supportive and flexible learning environment, ideal for those balancing study with work, family, or other commitments.

The programme follows a two-year cycle, allowing learners to step away if needed and return when circumstances allow. Each module is certified individually. Learners who successfully complete all eight modules within a five-year period will achieve a **QQI Level 5 Major Award in Business Administration with Digital Skills for Work**.

This award can support access to meaningful employment in a range of administrative or customer-facing roles. It also provides a strong foundation for further study. Progression options at An Cosán include the **Level 6 Women in Leadership** programme and the **Level 7 BA in Leadership and Community Development**. Learners may also choose to continue their education in other colleges, including pathways to a **QQI Level 6 Higher Certificate** or a **Level 7/8 Degree** in a business-related field

Learner Time commitment

- ✓ **Attend Face to Face classes** for 2 x 3-hour sessions each week (Tuesday & Thursday Evening)
- ✓ **Engage in Self-directed study:** It is recommended that participants allocate a minimum of **4 hours per week** for self-directed study to cover suggested readings and videos.
- ✓ **An Cosán will host additional study** groups & workshops as necessary

Throughout the programme, learners will explore the following modules:

September 2025 – June 2026

QQI Module #	Module Title	Days	Time	Start Date	End Date
5N1407	Reception & Frontline Skills	Tues/Thurs Eve	6:30 - 9:30pm	09/09/2025	23/10/2025
5N1977	Spreadsheet Methods	Tues/Thurs Eve	6:30 - 9:30pm	04/11/2025	18/12/2025
<i>Christmas Break</i>					
5N1400	Marketing Practice	Tues/Thurs Eve	6:30 - 9:30pm	13/01/2026	05/03/2026
5N1354	Bookkeeping & Computerised Accounts	Tues/Thurs Eve	6:30 - 9:30pm	10/03/2026	21/05/2026

September 2026 to June 2027

QQI Module #	Module Title	Days	Time	Start Date	End Date
5N1358	Word Processing	Tues/Thurs Eve	6:30 - 9:30pm	09/09/2025	23/10/2025
5N1356	Work Experience Part 1	Tues/Thurs Eve	6:30 - 9:30pm	04/11/2025	18/12/2025
<i>Christmas Break</i>					
5N0690	Communications	Tues/Thurs Eve	6:30 - 9:30pm	13/01/2026	05/03/2026
5N1610	Business Administration	Tues/Thurs Eve	6:30 - 9:30pm	10/03/2026	21/05/2026

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

Who is this programme for?

This part-time evening programme is ideal for adults who are ready to take the next step in building their skills and confidence for the workplace. It is particularly suited to those who have had limited access to education or work due to personal, financial, or family circumstances.

Applicants must **aged 18 or over**, fluent in English (**B2 Minimum**), and should have completed the **Junior Certificate, Leaving Certificate, or a QQI (FETAC) Major Award at Level 4**, and meet the eligibility criteria outlined below. Applications from others will be considered on a case-by-case basis, in line with An Cosán's quality assurance policies and procedures.

Eligibility Criteria:

- You are facing **social or financial challenges**, especially if you are **solo parenting** and aged between 18 and 30
- You are getting a **means-tested social welfare** payment
- You have a **valid medical card**
- You are **not currently working** because you took time out to care for a family member
- You are in **part-time work** or **low income**

Teaching, Learning and Assessment

An Cosán employs teaching and learning approaches that prioritise the needs and experiences of learners, placing them at the centre of the educational process. We recognize and build upon students' prior knowledge and experiences to enhance their learning journey. Our teaching methods encompass various interactive approaches such as classroom discussions, group activities, use of digital technologies; practical workshops, one-minute summaries; think, pair, share exercises; personalised one-on-one support, and self-directed learning opportunities.

Additionally, students have access to a range of student support services, including one to one learning support, mentoring and counselling, to address their individual needs and facilitate their academic and personal growth. Our goal is to foster a collaborative learning community where students feel empowered and supported throughout their educational endeavours.

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.
- ✓ Laptop Loan Scheme
- ✓ Learners are actively encouraged to support one another and build collaborative learning communities.

For more information place contact:

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