

Bachelor of Arts (Ordinary) in Applied Management (Nonprofit/Human Services)



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COLLEGE

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This Bachelor of Arts in Applied Management programme has been designed to meet the management needs of the Non-profit/Human services sector. Past students of this course have included senior managers, deputy managers, supervisors and a range of frontline staff aspiring to such managerial roles. Consideration will be given to all applicants wishing to develop their competencies in management.

The programme is made up of 3 years - an award is conferred on successful completion of each successive year.

Year 1, the *Certificate in Applied Management (Minor Award, Level 6)* consists of key subjects that provide participants the opportunity to develop the knowledge, skills and competencies needed to carry out the first line management role effectively.

Year 2, the *Higher Certificate in Arts in Applied Management (Nonprofit/Human Services) (Major Award, Level 6)* offers participants an opportunity to further develop key management skills, explore in-depth management issues and apply advanced learning within this.

Year 3, the *Bachelor of Arts (Ordinary) in Applied Management (Nonprofit/Human Services) (Major Award, Level 7)* provides participants an opportunity to further enhance the higher management and academic skills of critical analysis, research and effective thinking in order to become influencers of developments and initiators of change leading to improved, quality service provision.

On completion of this course students will hold a primary degree qualification which is noted for the excellence of its materials, approach and philosophy.

Year 1: Certificate in Applied Management

Modules

- Setting the Context: The Overview
- Managing Yourself
- Managing Other People (1)
- Managing Other People (2)
- Managing Finance (1)
- Managing Service Quality

Year 2: Higher Certificate in Arts in Applied Management (Nonprofit/Human Services)

Modules

- Managing the Organisational Environment
- Managing Organisational Objectives
- Managing Change
- Managing Yourself (2)
- Managing Other People (3)
- Managing Finance (2)

Year 3: Bachelor of Arts (Ordinary) in Applied Management (Nonprofit/Human Services)

Modules

- Project: Organisational Development
- Conflict Resolution
- Managing the Individualised Service
- Leading within the Learning Organisation
- Influencing Policy and Enacting Change

Course Details:

- HETAC approved Level 6 & 7
- E-Learning supports
- Email/telephone tutorials
- Module seminars/workshops
- Supplementary readings provided
- Multi-modal assessment

Course Fees: Year 1 - € 1,895
Year 2 - € 2,495
Year 3 - € 2,995

The College supports students with an annual fees instalment plan. Please note that students undertaking this course may be entitled to tax relief of 20% of annual fees.

To apply complete all sections on the application form and return to:

Applications

The Open Training College
Prospect Hall
Willowfield Park

Goatstown

Tel: (+353-1) 2988544

Dublin 14

Fax: (+353-1) 2987004

Ireland

Email: info.otc@smh.ie

Every effort will be made to run courses as advertised but the College reserves the right to amend courses as necessary and to postpone or cancel courses at its discretion.

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Access, Transfer and Progression Arrangements for the Bachelor of Arts in Applied Management



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Access

The process by which learners may commence a programme of education and training having received recognition for knowledge, skill and competence required (NQAI, 2003)

Entry Requirements:

All applicants must:

- Be age 23 years at time of application OR have successfully completed the Leaving Certificate/FETAC Level 5 Certificate.
- Attend an interview with academic staff of the programme.
- Employment in Human/Non-profit services may be beneficial but is not a pre-requisite for entry to this programme. All applications will be considered on an individual basis.

Transfer

The process by which learners may transfer from one programme of education and training to another programme having received recognition for knowledge, skill and competence required (NQAI, 2003)

Applicants wishing to transfer from a previous programme of education, where that programme may be of a lower level, must provide evidence of the content of that programme and their achievement in the associated assessments.

For Advanced Entry (i.e. transfer from a previous programme of education to an advanced stage of the BA in Applied Management) the following criteria apply

Advanced Entry to Degree Stage:

- Applicants must hold a cognate* management qualification at at least major level 6 (120 credits) on the NFQ (or equivalent for international qualifications or ab initio programmes), completed within the last 10 years.
- Applicants must discuss their previous qualification(s) with the Course Director who will advise them of their eligibility to apply for Advanced Entry.
- Following agreement with the Course Director the applicant must complete an Advanced Entry Application Form; provide transcripts of their previous educational achievements and an academic reference from their previous institution.
- Applicants then attend an interview with the Course Director.
- If successful in the AE application and interview the applicant will be offered a place on the Degree stage of the programme. If the applicants' previous qualifications do not meet the standard required for this stage entry to the second (Higher Certificate) or first (Certificate) stage may be offered.

Notes on Advanced Entry:

- Applicants for Advanced Entry who hold international qualifications must follow the procedures for international applicants.
- The regular application fee of €80 will apply for Advanced Entry applications

* A cognate qualification is one that is similar in nature, content and quality to the programme being applied for. This will be assessed by a review of the content and learning outcomes of previous qualifications

Progression

The process by which learners may transfer from one programme of education and training to another programme, where each programme is of a higher level than the preceding programme (NQAI, 2003)

Progression from previous OTC qualifications to the BA in Applied Management

- The suite of management programmes of the Open Training College are offered as individual programmes, thus there is a direct progression route for OTC students from the Certificate (Stage 1) to Higher Certificate (Stage 2) to Bachelor of Arts (Stage 3) in Applied Management.

Progression from previous qualifications from another institution to the BA in Applied Management

- Applicants wishing to progress from a previous qualification from another institution to this programme are directed to the Advanced Entry process described above, in which their achievements on their previous programmes will be considered in their application.
- Applicants with qualifications from an educational institution outside Ireland are directed to the procedures for International Applicants.

Note on Modular Exemptions

Modular exemptions may be granted to those applicants who can demonstrate they have achieved at least 70% of the learning outcomes associated with any of the modules on these management programmes.

These learning outcomes must have been achieved through previous accredited study and transcripts of assessment results must be provided in support of such an application.

Any applicant wishing to be considered for modular exemption(s) must discuss their case with the Course Director.