











Award in Office Management and Administration MQF Level 5 (4 ECTS)

Welcome to 21 Academy

This course is being delivered online.


-  Please leave your cameras on at all times. We want to see you and we want to know that you are still there.
-  The more the lecturer sees of you and your reactions to what is being said, the easier it is for the lecturer to deliver an effective lecture.
-  As much as possible avoid using the chat box for asking your questions. Unmute yourself and ask your question, you would not have been sending a WhatsApp message or an email to the lecturer had you been following the lecture in class 😊


You have been given access to the Course Resource Centre where you will find


-  The presentations delivered after each lecture
-  A summary of each lecture's content and the suggested reading material to help you understand the lecture better
-  In the resource centre you will also find a link to our Complaints Procedure Policy and the Complaints Form you will need to fill if you have any complaints
-  Please contact us if you have not managed to access to the resource centre
-  You will have 5 lecturers, in total during, this course

Ms Darine Aboulezz - 5 lectures
Dr Christine Calleja - 1 lecture
Mr Calvin Cassar - 1 lecture
Mr George Seteve Darmanin - 1 lecture
Mr Antoine P Portelli - 1 lecture
Mr Angelito Sciberras - 1 lecture

Always contact us on info@advisory21.com.mt and if your email requires any of the lecturers' attention we will forward accordingly

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www.21academy.education 



21 Business Centre, 20, Triq in-Nutar Manuel Debono, Naxxar NXR 2525 



Recording







As you have been made aware, the lectures will be recorded. This does not mean that you do not attend because you have peace of mind that the recording is available. Following a recording might not answer the questions that come to mind when you are following a live lecture and your questions may remain unanswered. Please try and, as much as possible, join the live lectures.


For those who have a valid reason not to join we will send them a link to the recording.


-  Link will not be automatically sent to absent students but will only be sent upon request which should be made before or until noon on the day after the lecture is delivered.
-  Recording cannot be downloaded and thus viewing can only take place while you are online


Assignments

There will be one in class group quiz during the 5th lecture and one assignment addressing one out of 3 questions. You have more details on the how the Quiz will take place and what to expect in the Course Resource Centre.

-  Assignment deadline will be 25 January 2024 - course ends on 20 December 2023
-  The nominal word count for the assignment is 2,500 words.
-  Remember that your course is at MQF Level 5 (same level as a Certificate and Diploma) so you are expected to deliver an assignment up to that standard. You are expected to have an assignment which is well structured, which does not contain excessive copied phrases and with an appropriate citation method which you feel most comfortable in using.
-  Nowadays Word helps you with citations and if you do not want to use that, a website such as citethisforme.com helps you too... and it is free.
-  An assignment's assessment will not be about your knowledge of the subject only, but you will also be assessed according to presentation, referencing and uniqueness of the content.
-  All assignments will be screened against plagiarism. Any assignment which scores more than 20% similarity will in most probability fail.

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Results and certificates


-  We allow a one-month period after the deadline for your lecturers to assess your assignments
-  We will issue the results all at once and once all assignments have been corrected
-  We will allow a 15-day period for anyone wishing to have the assignment reviewed
-  Once the review process is closed, we will re-issue results and this time we will also give you the class average for the questions you have answered.
-  The certificate in electronic copy will be sent to successful students soon after and a hard copy will be made available a few days after.


Mailing list


As 21 Academy students you will be included in the 21 Malta mailing list unless you inform us that you do not want to.

-  We will notify you of all the courses, webinars, workshops, and conferences we organise.
-  You can unsubscribe from our mailing list if you wish so by clicking the link at the bottom of each of our mailshot emails.
-  Most of our courses, webinars, workshops and conferences are employment, data privacy or law related and thus we feel that they might interest you are even complimentary to this same course you have chosen to take with us.

If you have any questions or concerns just ask now or else send an email on info@advisory21.com.mt

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