

Higher Certificate in

**BUSINESS**



ACCESS  
EDUCATION  
ANYWHERE



**Online  
Learning  
IT Sligo**

Higher Certificate in

# BUSINESS

**The Higher Certificate in Business is a two-year flexible full-time programme which offers the candidate a qualification in general business culminating in a widely recognised and highly regarded award. All lectures will be delivered live online and students will be able to fully participate in group work and project work by means of innovative online supports. There is no requirement to attend campus.**

Students seeking to study full-time may not be able to attend campus for a variety of reasons such as: caring, family business responsibilities, disability, cost or geographical location. With 18 years' experience delivering online programmes, IT Sligo is the leader in achieving academic success for our online students, using innovative teaching & student support services.

## PROGRAMME DESCRIPTION

Once the graduate completes the qualification, he or she will have a general understanding of how business organisations work in the public and private sector. This will position the graduate ideally to enter the workforce or continue with further studies.

## PROGRAMME OVERVIEW

**This is a two-year four semester full time programme.**

Students currently study a set range of subjects with no electives. The student will be introduced to the core functions of business management such as accounting, management, marketing, entrepreneurship, human resource management, information technology and SME (Small and Medium Enterprise) development.



MODULES	CREDITS
<b>SEMESTER 1</b>	
Business Mathematics	10
Personal Effectiveness & Employability	10
Introduction to Business (Management and Marketing)	10
<b>SEMESTER 2</b>	
Introduction to Economics	10
Business Management	10
Market Research	10
<b>SEMESTER 3</b>	
Introduction to Financial Accounting	10
Law	10
Computer Applications 1	10
<b>SEMESTER 4</b>	
Management Accounting	10
Organisational Behaviour	10
Computer Applications 2	10

## CAREER OPPORTUNITIES

Learners will acquire the broad business skills that will enable them to obtain employment across a wide range of business environments at administrative or junior entry level or improve their work skills. This established programme has been a stepping stone for many students entering the business world. Some are now working in the manufacturing, retail and in public service. Some past graduates set up highly successful businesses.

## STUDY PROGRESSION

Some past graduates, after attaining a higher certificate proceed to pass degree and then to honours degree level. There is a clear pathway once you complete this qualification to move to the Bachelor of Business - Pass (one year full or part time) and then the Bachelor of Business - Honours (one year full time or two years part time).



# BRINGING ONLINE LEARNING TO LIFE

## LIVE LEARNING

Attending lectures is made easy with our online learning environment. Simply log on from work, home, anywhere and be part of weekly lectures. Engage in discussions, live chat and interact with fellow students and lecturers. Unable to attend? Recorded sessions are available within hours, so students can watch back at a time that suits.

## EXPERIENTIAL LEARNING

Students will learn and experience all the practical elements in the learning outcomes. Guest lectures, tutorials and residential workshops are accessible to all online students either via live streaming or as recorded sessions.

## VIRTUAL LEARNING ENVIRONMENT

All IT Sligo students have access to Moodle, the Online Learning environment. The online platform is user friendly and provides all the materials needed to complete the programme, from lecture notes and timetables to recorded lectures and group chat functionality. Students are encouraged to interact, ask questions and engage on the platform, helping with peer learning.

## PEER-TO-PEER LEARNING

Working collaboratively is part of the college experience and online learning is no different. Group learning and assignments encourage peer support and small classroom sizes ensure students are supported throughout the learning journey.

## ASSESSMENT & EXAMS

Assessments in the forms of quizzes and assignments are used to gauge students' understanding of a topic throughout the semester. Examinations take place at the end of each Semester. IT Sligo Online students can attend exam centres in Sligo, Dublin, Cork or remotely via online proctoring. Online examinations are monitored and supervised virtually.

## CAO CODE:

**SG103\***

[www.itsligo.ie/sg103](http://www.itsligo.ie/sg103)\*

*\*Programme will run subject to sufficient student numbers.*



# STUDENT SUPPORTS



## ○ Student Profiler

A short free 15min online assessment tool, giving immediate feedback on strengths and challenges and the support services available to you before embarking on your learning journey.



## ○ Disability Support

Any student with a disability can avail of the Disability Support Service. This service is committed to empowering students to achieve their academic and vocational goals in an inclusive learning environment. This service is free and confidential to all students who choose to register. All students also have access to assistive technology assessment and support through the Assistive Technology Education Specialist.



## ○ Academic Writing

The Academic Writing Centre offers support to all online students in the form of online 1:1, small group or class tutorials with a writing tutor. Students can also avail of a comprehensive suite of online supports such as academic writing guides, recorded tutorials and resources. Online students also have complimentary access to Studiosity, an online service providing feedback on students' writing.



## ○ Maths Supports

All students on this programme will have access to our Mathematics Support Centre. Online meetings and tutorials are available. Our support team run "crash courses" over the exam period and these are live-streamed/recorded for the benefit of our online student body.



## ○ Exam Services

The Student Support Officer will assess students and if accommodations are required, support students to communicate these with the exams office.



## ○ Library

The library has a wealth of online resources for students and will facilitate online meetings with the student to provide general support in accessing library databases and to provide 1:1/group tutorials on research, referencing skills.



## ○ Careers

Students have access to our careers office staff who provide support in many areas including job searching, CV writing, further study options, career progression paths etc.

# HOW TO APPLY

All applications for entry to the first year of IT Sligo's full-time undergraduate courses are made through the Central Applications Office (CAO). Detailed information on how to apply is available at [www.cao.ie](http://www.cao.ie)

## KEY CAO DATES:

5th November – 1st February: Applications Open  
5th March – 1st May: Late Applications Accepted  
5th May – 1st July: Change of Mind Date

## FEES & GRANTS:

A Student Contribution (registration) fee of €3,000\* is payable. This programme is not covered by student supports (SUSI). Students need to apply directly to IT Sligo to assess their eligibility for financial support.

IT Sligo will review applications for financial support to fund (fully/partially) registration fees.

*\*Fees are subject to annual review.*

## PROGRAMME PARTNERS:



Supported by the HEA in partnership with:



**msletb**  
Bord Oideachais agus Oiliúna  
Mhaigh Eo, Shligigh agus Liatroma  
Mayo, Sligo and Leitrim  
Education and Training Board



**etb**  
Bord Oideachais agus  
Oiliúna Dhúin na nGall  
Donegal Education and  
Training Board

## FURTHER INFORMATION

If you are interested in finding out more about this programme, please contact IT Sligo Admissions Office

**Email:** [admissions@itsligo.ie](mailto:admissions@itsligo.ie) | **Tel:** 00353 (0) 71 931 8510

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