

Now Enrolling  
for September

# Certificate in Business Studies 2020-2021



## Is this Programme for You?

The *Certificate in Business Studies* is a one-year, part-time programme that provides a systematic introduction to modern business theory and practice. Students cover four key subject areas such as accounting techniques, research and quantitative methods, the IT & HRM function in modern organisations and marketing strategies.

The Certificate is both a stand-alone qualification and the first year of the four-year Bachelor of Business Studies (Hons) programme. Students who successfully complete this year can enter the second year of the BBS (Hons), where they will have the opportunity to obtain an interim diploma qualification and specialise in a field of particular relevance to them. While many students wish to develop a career in private sector industry (financial services, marketing, business management, etc.), the subjects studied have such a wide application that the programme attracts a diverse student body from public and private sectors.

## Application Process

Application Deadline: **7 September 2020**. Application forms can be downloaded from the IPA website [www.ipa.ie](http://www.ipa.ie) or requested from [undergrad@ipa.ie](mailto:undergrad@ipa.ie). Completed applications should be submitted by email to [undergrad@ipa.ie](mailto:undergrad@ipa.ie). Acknowledgement of receipt and further information will issue by email.

## Programme Delivery

We have developed an online version of the traditional *Certificate in Business Studies* programme which will be delivered via the IPA's Moodle website. You will have a variety of pre-recorded material available to you to complement specially commissioned IPA distance education manuals and textbooks. Remote/virtual teaching sessions will facilitate student-lecturer interaction without the requirements of weeknight and weekend travel. Provisional dates for the live webcasts 2020-2021 can be found below.

## Weekend Live Sessions Schedule (5 sessions)

9.30am – 4.15pm:

- Saturday 26 September, 2020
- Saturday 14 November, 2020
- Saturday 19 December, 2020
- Saturday 23 January, 2021
- Saturday 27 February, 2021

## Evening Live Sessions Schedule (4 sessions)

6pm – 9pm:

- Tuesday 27th & Wednesday 28<sup>th</sup> October, 2020
- Monday 30th November & Tuesday 1st Dec, 2020
- Monday 15th & Tuesday 16th February, 2021
- Monday 22nd & Tuesday 23rd March, 2021

## Accreditation

National University of Ireland

## Level on National Framework of Qualifications

Level 6 (Minor Award), 60 ECTS

## Course Fee

€3,080 (includes NUI matriculation fee, tuition fee, library, examination fee and membership of the IPA).



(01) 2403600



[undergrad@ipa.ie](mailto:undergrad@ipa.ie)



[www.ipa.ie](http://www.ipa.ie)

Undergraduate Office, Whitaker School of Government and Management  
Institute of Public Administration, 57-61 Lansdowne Road, Dublin D04 TC62

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## Entry Requirements

Applicants who are 21 years of age or over may qualify for entry as a mature student. Applicants under 21 should consult [NUI Matriculation Regulations](#). Applicants who do not meet the entry requirements may apply for a Special Case Application Form.

## Course Materials

In addition to video lectures and live webcasts, students receive bespoke course manuals for each module and a selection of essential textbooks. Further resources and recommended readings are provided on our learning portal, Moodle. Finally, the resources of the IPA Library are available to all students.

## Assessment

The programme is assessed by means of assignments in each subject (worth 30% of overall marks) and one three-hour examination (70%) in each subject. **Exam dates:** April 15-21, 2021

## Progression

Students who successfully complete this programme can enter the second year of the Diploma in Business Studies/Bachelor of Business Studies (Hons) degree programme.

## Payment Arrangements

Fees are payable in one or two instalments: the first on registration and the second by 22 January 2021. Fees can be paid directly into our bank account (preferred method), or by debit or credit card, by cheque or by postal order/bank draft. Please contact the undergrad office to arrange payments.

Where employers are paying fees directly to the IPA, students, when enrolling, must submit a letter from their training or HR officer confirming that fees will be paid directly, and detailing a Purchase Order number (where necessary), and invoice addressee details.

**Note:** A letter stating that fees will be refunded to students at the end of the year will not suffice.

Please note the following “Discontinuing the Course: Refund Policy” as per the **Admissions Policy and Criteria** from the Institute’s [Quality Assurance Policies and Procedures](#).

Students who decide to discontinue a programme within one month of the start date\* will have 80% of the tuition fee refunded to them or their employer as appropriate (the IPA will hold 20% of the total tuition fee due). Students who decide to discontinue a programme within 6 weeks of the start date will have 60% of the tuition fee refunded to them or their employer as appropriate (the IPA will hold 40% of the total tuition fee due). There will be no refund subsequent to these dates. Applications for such refunds must be made via email to [undergrad@ipa.ie](mailto:undergrad@ipa.ie) and be received no later than the cut-off dates above.

\*The official start date is when the class is granted access to the course via the virtual learning platform (normally two weeks prior to the first live virtual event).

## Tax Relief

Students who pay their own fees are eligible under the 1996 Finance Act for tax relief at the standard rate, as the IPA is an appointed institution under the Act. Courses must be longer than one year in duration for students to qualify for tax relief.



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## Programme Information (Modules)

Stage	Accounting	Marketing	Human Resource Management	Info System Mgt.
1	<ul style="list-style-type: none"> <li>Financial Accounting 1</li> <li>Quantitative Methods</li> <li>Managing HR/IT</li> <li>Bus. Admin and Marketing</li> </ul>	<ul style="list-style-type: none"> <li>Financial Accounting 1</li> <li>Quantitative Methods</li> <li>Managing HR/IT</li> <li>Bus. Admin and Marketing</li> </ul>	<ul style="list-style-type: none"> <li>Financial Accounting 1</li> <li>Quantitative Methods</li> <li>Managing HR/IT</li> <li>Bus. Admin and Marketing</li> </ul>	<ul style="list-style-type: none"> <li>Financial Accounting 1</li> <li>Quantitative Methods</li> <li>Managing HR/IT</li> <li>Bus. Admin and Marketing</li> </ul>
<p><b>Further Programme Information (Modules) for Students progressing beyond Stage 1 Certificate</b></p>				
Stage	Accounting	Marketing	Human Resource Management	Info System Mgt.
2 Diploma	<ul style="list-style-type: none"> <li>Cost Accounting</li> <li>Economics</li> <li>Business &amp; Company Law</li> <li>Financial Accounting 2</li> </ul>	<ul style="list-style-type: none"> <li>Cost Accounting</li> <li>Economics</li> <li>Business &amp; Company Law</li> <li>Marketing Info. Analysis</li> </ul>	<ul style="list-style-type: none"> <li>Cost Accounting</li> <li>Economics</li> <li>Business &amp; Company Law</li> <li>Organisational Behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Cost Accounting</li> <li>Economics</li> <li>Business &amp; Company Law</li> <li>IS Design &amp; Development</li> </ul>
3	<ul style="list-style-type: none"> <li>Management Accounting</li> <li>Financial Management</li> <li>Enterprise &amp; Project Mgt.</li> <li>Financial Accounting 3</li> </ul>	<ul style="list-style-type: none"> <li>Management Accounting</li> <li>Financial Management</li> <li>Enterprise &amp; Project Mgt.</li> <li>Marketing Communications</li> </ul>	<ul style="list-style-type: none"> <li>Management Accounting</li> <li>Financial Management</li> <li>Employee Resourcing Development</li> <li>Human Resource Management</li> </ul>	<ul style="list-style-type: none"> <li>Management Accounting</li> <li>Financial Management</li> <li>Managing Software Data</li> <li>Managing Hardware Infrastructure</li> </ul>
4 Degree	<ul style="list-style-type: none"> <li>Business Policy</li> <li>Management Accounting Applications &amp; Control</li> <li>Taxation</li> <li>Auditing</li> </ul>	<ul style="list-style-type: none"> <li>Business Policy</li> <li>Management Accounting Applications &amp; Control</li> <li>Taxation</li> <li>Strategic Marketing &amp; Planning</li> </ul>	<ul style="list-style-type: none"> <li>Business Policy</li> <li>Management Accounting Applications &amp; Control</li> <li>Employee Relations &amp; Law</li> <li>HR Leadership &amp; Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Business Policy</li> <li>Human Factors Info Systems</li> <li>Organisation &amp; Design of IS</li> <li>IS Planning</li> </ul>

