



SHARKS ACADEMY FACT SHEET: IIE Higher Certificate in Business Principles and Practice

Please take note of the following important factors with regards to your certificate:

- The Higher Certificate in Business Principles & Practice is a one year programme.
- The modules outlined below in **Section 1** are the **ONLY modules** that will be offered in your **1st year** at the Sharks Academy, the modules may not be running in the same semester at the Sharks Academy as they are on the Varsity College campus. This is to ensure that all Sharks Academy training timetable constraints are accounted for.
- This document is valid for 2018 only. You will need to collect a revised curriculum before you register for 2019.
- Repeat modules – If you have failed any modules you will **NOT** be allowed to repeat any modules at the Sharks Academy. This is due to timetable restrictions. You will be able to repeat any failed modules at Varsity College.

Section 1: Modules offered in the 1st year at the Sharks Academy:

Semester 1	Semester 2
Business Management and Administration	Accounting A
Business Calculations	Pastel (Accounting Software)
Introduction to Academic Digital Literacy	Project Management and Administration
Business Communications	Work Integrated Learning
Introduction to Personal Computing	