School/Department: Computing
Date: 20 March 2020
Title of the Programme: Certificate in Digital Skills Level 6 - 60 ECTS Credits
Chairperson: Dr Michele Glacken, Registrar, IT Sligo
Members of the Panel: Dr Michele Glacken, Registrar, IT Sligo; Fiona Lawless, Head of Department of Computing, Dundalk IT; Aisling Bonner, Research Masters, Letterkenny IT; David McVeigh, Senior Director Technology, Optum; Professor Tomas Ward, DCU
Secretary: Dr Anne Burke
LYIT Staff: Dr Gertie Taggert, Thomas Dowling, Maria Doherty

Criteria for the Validation of a New Programme

1. The Programme Aims and Objectives are clear and consistent with the Award sought.

2. The Programme concept, implementation strategy are well informed and soundly based.

3. The Programme's Access, Transfer and Progression arrangements are satisfactory.

4. The Programme's written curriculum is well structured and fit for purpose.

5. There are sufficient qualified and capable programme staff.

6. There are sufficient physical resources to implement the programme as planned.

7. The learning environment is consistent with the needs of the programme learners.

8. There are sound Teaching, Learning and Assessment Strategies.

9. Learners enrolled on the Programme will be well informed, guided and cared for.

10. The Programme will be well managed.

(For the attention of the Academic Council)

The Panel of Assessors wishes to commend the programme team on developing a novel well-researched programme that clearly meets market demands.

The Panel of Assessors advises the Academic Council that the Institute and the

School/Department should take cognisance of following recommendations:

None

The Panel of Assessors advises the Academic Council that approval of the programmes subject to general conditions of approval together with the following additional conditions:

None

PART 4 PROPOSED PROGRAMME SCHEDULE(S) please attach final schedule to bottom of the report.

Programme Schedule – Year 1 Semester 1

Name Of Provider: Letterkenny Institute of Technology

Title Of Award: Certificate in Digital Skills

Area Of Specialisation: Digital Skills

Learning Mode Offered: Part-time, Online

Stage: Award

Semester: 1

Date Effective: September 2020

Semester	Title of examination subject	Subject status	ECTS credits		Contact hours (per week over 13 weeks)				Allocation of marks				
			Level	Number	L/T	P	Independent	Total	CA	Project	Practical	Final	Max
1	Enhanced Office Applications	M	6	10	2	2	13	17	100				100
1	E-Commerce	M	6	10	1	3	13	17	100				100
1	Digital Marketing	M	6	10	1	3	13	17	100				100

Total ECTS credits required for stage: **30**

Note: It is Institute policy to publish the Final Reports of the Panel of Assessors

Programme Schedule – Year 1 Semester 2

Name Of Provider:	Letterkenny Institute of Technology
Title Of Award:	Certificate in Digital Skills
Area Of Specialisation:	Digital Skills
Learning Mode Offered:	Part-time, Online
Stage:	Award
Semester:	2
Date Effective:	September 2020

Semester	Title of examination subject	Subject status	ECTS credits		Contact hours (per week over 13 weeks)				Allocation of marks				
			Level	Number	L/T	P	Independent	Total	CA	Project	Practical	Final	Max
2	Information Management	M	6	10	2	2	13	17	100				100
2	Social Media	M	6	10	1	3	13	17	100				100
2	IT Administration	M	6	10	1	3	13	17	100				100

Total ECTS credits required for stage: **30**

Note: It is Institute policy to publish the Final Reports of the Panel of Assessors

Programme Evaluation Report Approved by:

Dr. Michele Glacken

Chair to Panel

(Registrar IT Sligo)

Billy Bennett

(VP for Academic Affairs and Registrar, Letterkenny IT)

Date _____16.12. 2020_____

Date ___16/12/20___.

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