

BUSINESS MANAGEMENT & CORPORATE GOVERNANCE COURSES

CTPD will assist you get an internationally recognized business management professional qualification that will avail a successful career full of smiles for you and your employer!



Are you achieving your goals and visions? Are you enjoying your profession fulfillment in your work? Do you enjoy going to work every day, and leave with a feeling of accomplishment and satisfaction? Is your staff operating in harmony, getting along and producing at the levels you expect? Are you controlling your expenses and overhead, and achieving your desired profitability? Is your profit margin at least at the national average, or preferably better? CPS offers tuition for internationally recognized business management courses which will change you and/or your staff members into goal oriented, proactive and good performing manager (s).



In today's organizational operations, "management" is often considered "whatever needs to be done just to keep things afloat". However, for your organization to grow and remain healthy, you must master certain basic skills in management and leadership -- skills that will help you avoid the crisis situations where you have to do "whatever it takes to stay afloat".

Our courses, examined by the Chartered Management Institute (CMI), the Association of Business Executives (ABE), the Institute of Chartered Secretaries and Administrators (ICSA) and the London Chamber of

Commerce and Industry (LCCI) have been set up to develop students to be professional managers not only to effectively deal with problems as they come up but also to have ability to quickly get the resources back into production, whether those resources are machines or people.

Graduates of these institutions are able to remain calm even during difficulty operations time, do quickly analyze the problem, and find its root cause. Rather than getting lost in the symptoms, they are able to think up many possible solutions, some proven and some new, and select the best choice. They are equally quick at implementing the solution to resolve the problem. They are decisive and able to act quickly, able to find the root cause of events, creative and able to develop many solutions, innovative and able to find new ways to solve problems, and calm and in control in the midst of a "crisis".

These courses will also empower you to be thoughtful and analytic, not to be likely to go chasing after the current panic, be more aware of the important than the merely urgent issues, able to identify patterns in data and patterns of failures, more focused on "why" did something go wrong, rather than "what" can be done to fix it, and able to keep the big picture in mind when working through the details.

The courses cover a wide range of management and Leadership topics that are critical to provide the skills assets a successful manager must possess. The basic skills include problem solving and decision making, planning, meeting management, organization, staffing, directing and controlling and communications and managing yourself.



The Institute of Chartered Secretaries and Administrators – ICSA
www.icsa.org.uk

Course Description:



It is an internationally recognized qualification, with members being sought after in every area of industry and commerce. The Institute of Chartered Secretaries and Administrators (ICSA) is the professional body offering qualifications for those working in legal, financial and senior administrative roles. The Institute has members and students in over 70 countries. ICSA's headquarters are in London with separate operating divisions in Australia, Canada, Hong Kong, Malaysia, New Zealand, Singapore, South Africa and Zimbabwe.

ICSA is recognized throughout the world for the excellence, relevance and scope of its International Qualifying Scheme. The ICSA International Qualifying Scheme is unique in offering broad-based professional training in corporate governance, law, finance, administration, company secretary and management. No other professional body in the business area offers the breadth of knowledge which the ICSA's qualification provides.

Passing the rigorous examinations of the ICSA International Qualifying Scheme, and satisfying work experience and membership requirements, will enable you to become a Chartered Secretary, a member of ICSA and to use the designatory letters ACIS (associate) and ultimately FCIS (Fellow) after your name.

Core Modules

ICSA Certificate in Business Practice	<ul style="list-style-type: none"> • Business Environment • Business Communications • Business Management • Accounting for Business
ICSA Diploma in Business Practice	<ul style="list-style-type: none"> • Business Law Practice • Marketing • Business Strategy and Planning • Business Finance
Professional Programme Part 1	<ul style="list-style-type: none"> • Corporate Law • Financial Accounting • Management Accounting • Strategic and Operators Management
Professional Programme Part 2	<ul style="list-style-type: none"> • Corporate Governance • Corporate Administration • Corporate Secretary • Corporate Finance Management

Entry Requirements	Grade 12 or LCCIEB level 3 and over 18 years, maturity entry with work experience
Assessment	ICSA International conducts paper based exams at its accredited centres
Start Dates	February and July each year
Study Mode	Part-time (evening) and Distance. Full time to start in January 2010
Duration & Hours	About 2- 3 years
Progression	<p>ICSA Certificate in Business Practice level</p> <p>ICSA Diploma in Business Practice level</p> <p>Professional Programme Part 1</p> <p>Professional Programme Part 2</p> <p>1st Degree in Business Administration and Management BSC in Business Administration and Management Member of ICSA and to become Chartered Corporate Manager or Chartered Corporate Secretary; Equivalent to and/or above MA/MBA Degree in Accounting</p>

**London Chamber of Commerce and Industry (LCCI)/
Education Development International (EDI)**

www.lccieb.com or www.ediplc.com/lcci-international-qualifications.asp

**Course
Description:**



London Chamber of Commerce and Industry International Qualifications (LCCI IQ) have been awarded since 1887 and are recognized and respected by employers, governments and universities worldwide. In 2003 the London Chamber of Commerce and Industry Examinations Board merged with Goal assessments, a pioneer in online testing, to form EDI. EDI has now become one of the UK's leading awarding bodies accredited by the British government. We work closely with Ministries of Education around the world. LCCI International Qualifications are offered through a growing network of around 5,000 centres, supported by extensive learning resources and easy online administration. The qualifications are taken in more than 120 countries and each year around 250,000 are awarded throughout the world. LCCI offers qualifications and diplomas in a range of subject areas, covering all the key functions of business including Financial and quantitative qualifications.



LCCI International Qualifications in Financial and Quantitative subjects are amongst the best regarded across EDI's range of international qualifications and are used for a variety of applications, ranging from gaining introductory knowledge to developing technical knowledge and skills for specific vocational purposes. The portfolio offers good progression routes through to higher levels as well as to university courses and professional qualifications.

QUALIFICATIONS

Group Award Titles	Accumulation Period	Courses/Description
Group Certificate in Business Studies (1year) – L2	Pass 3 subjects within 6 months	a) Book-keeping and Accounts b) Business Administration c) Business Calculation
	Pass 3 subjects within 6 months	a) English for Business b) Marketing c) Business Practice
Diploma in Business Administration– L2	Pass 3 subjects within 6 months	d) Customer Service a) Business Administration (compulsory) b) Business Practice c) Practical ICT Skills
Diploma in Business and Industrial Administration – L3	Pass 3 subjects within 6 months	d) English for Business (compulsory) a) Business and Industrial Administration (compulsory) b) English for Business (compulsory) c) Any other 1 from the pool options
Diploma in Principles and Practice of Management – L3	Pass 3 subjects within 6 months	a) Principle and Practice of Management (compulsory) b) Business and Industrial Administration (compulsory) c) English for Business (compulsory)
Entry Requirements	No formal qualifications required.	
Assessment	LCCI conducts paper based exams at its accredited centres	
Start Dates	February and July each year	
Study Mode	Full-Time, Part-time (evening) and Distance	
Duration	About 3 – 12 months	

Group Award Titles	Accumulation Period	Courses/Description
Diploma in Managerial Principles – L3	Pass 6 subjects within 6months	a) Business and Industrial Administration b) Principle Practice of Management c) English for Business
	Pass 3 subjects within 6 months	a) Management Accounting (choose 3 from the list) b) Accounting c) Marketing d) Business Practice
Diploma in Business Studies– L3	Pass 3 subjects within 1 year	a) English for Business (compulsory) b) Business Administration c) Business Practice
Diploma in Business Administration– L3	Pass 3 subjects within 1 year	a) Business Administration (compulsory) b) Business Practice (choice) c) Practical ICT Skills (choice) d) English for Business (compulsory)
Entry Requirements	No formal qualifications required.	
Assessment	LCCI conducts paper based exams at its accredited centres	
Start Dates	February and July each year	
Study Mode	Full-Time, Part-time (evening) and Distance	
Duration	About 3 – 12 months	