



ASSOCIATION  
OF  
CERTIFIED PROFESSIONAL MANAGERS  
United Kingdom

## **ACADEMIC PROGRAMMES**

## **FOUNDATION CERTIFICATE IN BUSINESS & MANAGEMENT (CERT. BM)**

This qualification provides a thorough grounding in business functions to enable to progress confidently onto the next academic level or into an entry level business role.

The Programme is a 120 credit 'A-Level' equivalent qualification which helps students learn key concepts and a range of management procedures required to work within a business, it has been specifically developed to provide the knowledge required for students to work effectively, both as individuals and in teams within business

### **Programme Outline**

| No | Course Title                           |
|----|--|
| 1  | Introduction to Business               |
| 2  | Introduction to Quantitative Methods   |
| 3  | Communication Skills I                 |
| 4  | Introduction to Accounting             |
| 5  | Introduction to Economics              |
| 6  | Introduction to Information Technology |
| 7  | Communication Skills II                |
| 8  | Communication Skills III               |

### **Entry Requirement:**

- High School Certificate or
- A Level

### **Tuition Fee:**

Tuition Fee: £ 1300 OR

£ 200 x 8 = £ 1600

## **DIPLOMA IN BUSINESS & MANAGEMENT (DIP.BM)**

The Diploma in Business & Management provides a comprehensive foundation in the business disciplines including marketing, information technology, economics, business law, management, accounting and business statistics while also emphasising skills such as communication, cultural awareness and ethics. All sectors of the global economies offer varied entry level opportunities for holders of the Diploma in Business & Management including public service, government business, education, health, manufacturing, mining, service industries, e-commerce and the retail sector.

### **Programme Outline**

| No | Course Title             |
|----|--------------------------|
| 1  | Business Orgnasation     |
| 2  | Principles of Management |
| 3  | Principles of Accounting |
| 4  | Business Communications  |
| 5  | Economics                |
| 6  | E-Commerce               |
| 7  | Principles of Marketing  |
| 8  | Statistic                |

### **Entry Requirement:**

- Certificate in Business or
- Mature Adult above 21 years old

### **Tuition Fee:**

Total Fee : £ 2000 OR

£ 300 x 8 = £ 2400

## **ADVANCED DIPLOMA IN BUSINESS & MANAGEMENT (ADVDIP.BM)**

To survive in today's competitive environment, busy and ambitious professionals need wide range of skills, knowledge and expertise. With the ultimate flexibility which our programme offers, you can advance in your career and still continue to manage other responsibilities in your life. This qualification aims to help you develop understanding of management concepts and finance in a business context. The qualification will give you a theoretical understanding of management and an overview of business. It will equip you to find employment with junior management prospects in general business or to continue your professional or academic studies in a related area.

### **Programme Outline**

| No | Course Title                   |
|----|--------------------------------|
| 1  | Business Law                   |
| 2  | International Trade            |
| 3  | Management Information Systems |
| 4  | Consumer Behaviour             |
| 5  | Management Accounting          |
| 6  | Human Resource Management      |
| 7  | Operations Management          |
| 8  | Supply Chain Management        |

### **Entry Requirement:**

- Diploma in Business

### **Tuition Fee:**

Total Fee : £ 2000 OR

£ 300 x 8 = £ 2400

## **POST GRADUATE DIPLOMA IN BUSINESS & MANAGEMENT (PGDIP.BM)**

The Post Graduate Diploma in Business and Management is designed for business owners and professionals wanting to develop business and management skills. It provides students with strong knowledge of modern business and management fundamentals. The Post Graduate Diploma in Business and Management improves people's ability to run and manage a business, or helps them move into a management role. Graduates are equipped to undertake mid-level management roles in a broad spectrum of industries.

### **Programme Outline**

| No | Course Title                          |
|----|---------------------------------------|
| 1  | Corporate Strategic Planning          |
| 2  | Organisational Behaviour              |
| 3  | International Marketing               |
| 4  | Corporate Finance                     |
| 5  | Entrepreneurship                      |
| 6  | Business Ethics                       |
| 7  | Organisational Change and Development |
| 8  | Business Research Methods             |

### **Entry Requirement:**

- Bachelor degree in any field or
- Advance Diploma in Business Management or its equivalent
- Mature student with several years of executive experience may be accepted

### **Tuition Fee:**

Total Fee : £ 2000 OR

£ 300 x 8 = £ 2400