



ONLINE  
CAMPUS  
NIGERIA



Programmes Calendar  
*for* 2021

# Our Programmes

## Accounting and Finance

- Budgeting & Budgetary Control Methods
- Capital Market Analysis and Investment Management
- Certificate in International Financial Reporting Standards (IFRS)
- Certificate in Petroleum Accounting
- Finance for Non-Finance Managers
- Financial Analysis and Valuation
- Financial Modelling Master Class for Finance Executives
- IFRS for Board Members and Non-Finance Senior Management
- Islamic Banking and Finance
- Practical IFRS Conversion Workshop
- Understanding Financial Management

## Executive Business Management

- Business Sustainability & Corporate Social Responsibility
- Comprehensive Management Theories, Skills & Practices
- Converting Strategy to Action
- Enterprise Growth Strategy
- Executive Master Class in Entrepreneurship (MiE)
- Mastering Business Administration (MBA)
- Postgraduate Certificate in Social Entrepreneurship and Innovation
- Professional Certificate in Enterprise Analysis and Consulting Skills
- Strategic Planning and Implementation
- Superior Business Writing, Effective Communication & Presentation Skills
- WO!Men Mean Business (WOMB)

## Marketing and Operations Management

- Capturing Markets; Connecting With Customers
- Certificate in Digital Marketing
- Certificate in Key Performance Measurement
- Customer Retention and Superior Engagement
- Professional Certificate in Customer Service and Relationship Management.
- Rules Of Corporate Engagement
- Strategic Marketing Management
- Total Quality Management

## Leadership and Human Resource Management

- Advanced Leadership Development and People Management Skills
- Effective Change and Crisis Management
- Leadership and People Management for New & Aspiring Managers
- Strategic Human Resource Management
- Train The Trainer
- Understanding the Psychological Contract of Employment

## Personal and Service Efficiency

- Certificate of Proficiency in Spoken and Written English
- Complaints Handling, Resolution & Compliance for Operational Excellence
- Critical Thinking and Creative Problem Solving
- Essential Microsoft Office Applications
- Microsoft Excel Academy
- Positive Influencing Skills
- Project Management Essentials
- Seven (7) Habits of Highly Effective People
- Skills for Assertive Communication

## Research and Sector Specific

- Advanced Certificate in Logistics and Supply Chain Management
- Health Safety and Environment Management (HSEM)
- Management of Medical & Health Care Organisations
- Management of Professional Service Firms (PSF) & General Office Administration
- Petroleum Economics and Fiscal Contract Systems in Oil & Gas
- Professional Certificate in Law Office Management
- The Art of Pious Politics
- Understanding Emotional Intelligence (EQ)
- Universal Design for Learning

# January

Face-to-Face Courses	Date	Tuition
Advanced Leadership Development & People Management Skills	14-15	N160,000
Leadership & People Management for New & Aspiring	14 - 15	N150,000
Professional Certificate in Customer Service & Relationship Management	18 - 19	N160,000
Customer Retention & Superior Engagement	18 - 20	N210,000
Capturing Markets; Connecting with Customers	18 - 20	N210,000
Strategic Marketing Management	21 - 22	N150,000
Health Safety & Environment Management	25 - 27	N150,000
Effective Change & Crisis Management	27 - 29	N210,000
Advanced Certificate in Change & Crisis Management	27 - 29	N210,000

Online Courses	Date	Tuition
Advanced Leadership Development & People Management Skills	4 - 17	N80,000
Strategic Planning & Implementation	7 - 20	N80,000
Finance for Non-Finance Managers	11 - 31	N100,000
Seven Habits of Highly Effective People	14 -27	N80,000
Intermediate Certificate in Financial Management	18 - 24	N20,000
Intermediate Certificate in General Management & Strategy	25 - 31	N20,000
Certificate in International Financial Reporting Standards	25 - 21 Feb.	N120,000

# February

Face-to-Face Courses	Date	Tuition
Microsoft Excel Academy	1 - 5	N235,000
Financial Modelling Masterclass for Finance Executives	2 - 5	N255,000
Understanding Emotional Intelligence (EQ)	4 - 5	N150,000
Finance for Non-Finance Managers	8 - 10	N210,000
Understanding Financial Management	8 - 9	N150,000
Budgeting & Budgetary Control Methods	10 - 11	N150,000
Advanced Certificate in Logistics & Supply Chain Management	15 - 17	N210,000
Strategic Planning & Implementation	18 - 19	N150,000
Converting Strategies to Action	18 - 19	N150,000
Critical Thinking & Creative Problem Solving	22 - 24	N210,000
Financial Analysis & Valuation	24 - 26	N210,000
Executive Master Class in Entrepreneurship (MiE)	24 - 26	N450,000

Online Courses	Date	Tuition
Certificate in Key Performance Management	1 - 21	N100,000
Strategic Human Resources Management	1 - 28	N120,000
Positive Influencing Skills	4 - 25	N100,000
Strategic Marketing Management	8 -21	N80,000
Management of Medical & Health Care Organizations	10 - 3 Mar.	N100,000
Superior Business Writing, Effective Communication and Presentation	15 - 7 Mar.	N100,000
Intermediate Certificate in Leadership Skills	22 - 28	N20,000

# March

Face-to-Face Courses	Date	Tuition
Train the Trainer	1 - 5	N255,000
Wo(Men) in Business	8 - 10	N100,000
Strategic Human Resources Management	8 - 12	N255,000
Project Management Essentials	15 - 17	N210,000
Agile Business Process & Management Development	15 - 17	N250,000
Seven Habits of Highly Effective People	17 - 18	N150,000
Positive Influencing Skill	17 - 19	N210,000
Professional Certificate in Customer Service & Relationship Management	22 - 23	N160,000
Customer Retention & Superior Engagement	22 - 24	N210,000
Capturing Markets; Connecting With Customers	22 - 24	N210,000
Strategic Marketing Management	25 - 26	N150,000
Islamic Banking & Finance	29 - 31	N210,000

Online Courses	Date	Tuition
Seven Habits of Highly Effective People	1 - 14	N80,000
Advanced Leadership Development & People Management Skills	8 - 21	N80,000
Budgeting & Budgetary Control Methods	10 - 23	N80,000
Certificate in Petroleum Accounting	10 - 31	N100,000
Health Safety & Environment Management	13 - 23	N80,000
Strategic Planning & Implementation	15 - 28	N80,000
Basic & Intermediate Excel	17 - 31	N80,000
Intermediate Certificate in General Management & Strategy	22 - 28	N20,000

# April

Face-to-Face Courses	Date	Tuition
Critical Thinking & Creative Problem Solving	7 - 9	N210,000
Advanced Leadership Development & People Management Skills	12 - 13	N160,000
Leadership & People Management for New & Aspiring Managers	12 - 13	N150,000
Professional Executive MBA (Nigeria)	12 - 19	N1,000,000
Certificate in Petroleum Accounting	14 - 16	N210,000
Professional Certificate in Law Office Management	15 - 16	N150,000
Business Sustainability & Corporate Social Responsibilities	19 - 21	N210,000
Strategic Planning & Implementation	22 - 23	N150,000
Converting Strategy to Action	22 - 23	N150,000
Advanced Certificate in Change & Crisis Management	26 - 28	N210,000
Effective Change & Crisis Management	26 - 28	N210,000
Certificate in Key Performance Measurement	28 - 30	N210,000

Online Courses	Date	Tuition
Comprehensive Management Theories, Skills & Practice	1 - 28	N120,000
Intermediate Certificate in Finance	5 - 11	N20,000
Certificate in Petroleum Accounting	5 - 25	N100,000
Financial Analysis & Valuation	6 - 27	N100,000
Management of Professional Service Firm & General Office Administration	8 - 29	N100,000
Positive Influencing Skills	10 - 30	N100,000
Advanced Certificate in Logistics & Supply Chain Management	12 - 2 May	N100,000
Intermediate Certificate in General Management & Strategy	24 - 30	N20,000

# May

Face-to-Face Courses	Date	Tuition
Understanding Financial Management	3 - 4	N150,000
Finance for Non-Finance Management	3 - 5	N210,000
Microsoft Excel Academy	3 - 7	N235,000
Financial Modelling Masterclass for Finance Executives	4 - 8	N255,000
Understanding Emotional Intelligence	6 - 7	N150,000
Strategic Marketing Management	10 - 11	N150,000
Capital Market Analysis & Investment Management	10 - 12	N210,000
Management of Medical & Health Care Organization	17 - 19	N210,000
Professional Certificate in Enterprise Analysis and Consulting Skills	17 - 21	N450,000
Health Safety & Environmental Management	18 - 19	150,000
Total Quality Management	17 - 21	N210,000
Strategic Human Resources Management	24 - 28	N255,000

Online Courses	Date	Tuition
Professional Certificate in Customer Service & Relationship Management	3 - 16	N80,000
Train the Trainer	3 - 30	N120,000
Universal Design for Learning	3 - 30	N120,000
Postgraduate Certificate in Social Entrepreneurship & Innovation	4 - 31	N120,000
Understanding Emotional Intelligence	7 - 20	N80,000
Critical Thinking & Creative Problem Solving	10 - 30	N100,000
Project Management Essential	17 - 6 Jun.	N100,000
Intermediate Certificate in Leadership Skills	24 - 30	N20,000

# June

Face-to-Face Courses	Date	Tuition
Professional Certificate in Customer Service & Relationship Management	2 - 3	N160,000
Capturing Market; Connecting with Customers	2 - 4	N210,000
Customer Retention & Superior Engagement	2 - 4	N210,000
Strategic Planning & Implementation	7 - 8	N150,000
Converting Strategy to Action	7 - 8	N150,000
Advanced Leadership Development & People Management Skills	9 - 10	N160,000
Leadership & People Management for New & Aspiring Managers	9 - 10	N150,000
Superior Business Writing, Effective Communication & Presentation Skills	16 - 18	N210,000
Seven Habits of Highly Effective People	21 - 22	N150,000
Positive Influencing Skills	21 - 23	N210,000
Petroleum Economic & Fiscal Contract Systems in Oil & Gas	21 - 25	N285,000
Management of Professional Service Firms & General Office Administration	23 - 25	N210,000
Islamic Banking & Finance	23 - 25	N210,000
Budgeting & Budgetary Control Methods	24 - 25	N150,000

Online Courses	Date	Tuition
Certificate in International Financial Reporting Standards	1 - 28	N120,000
Strategic Human Resources Management	3 - 30	N120,000
Intermediate Certificate in Finance	5 - 11	N20,000
Business Sustainability & Corporate Social Responsibilities	7 - 27	N100,000
Strategic Marketing Management	14 - 27	N80,000
Certificate in Key Performance Measurement	16 - 30	N100,000
Intermediate Certificate in General Management & Strategy	21 - 27	N20,000

\* Tuition is inclusive of Registration Fee

\*\* Tuition free attendance for Corporate Partners

All courses are inclusive of a 3 month online access for continuous learning and development purposes.



# July

Face-to-Face Courses	Date	Tuition
Strategic Marketing Management	1 - 2	N150,000
Wo(Men) in Business	5 - 7	N100,000
Microsoft Excel Academy	5 - 9	N235,000
Financial Modelling Masterclass for Finance Executives	6 - 9	N255,000
Strategic Human Resources Management	12 - 16	N255,000
Comprehensive Management Theories, Practice & Skills	14 - 16	N120,000
Professional Certificate in Law Office Management	16 - 17	N150,000
Certificate in International Financial Reporting Standards	27 - 30	N235,000
Advanced Certificate in Logistics & Supply Chain Management	28 - 30	N210,000

Online Courses	Date	Tuition
Professional Executive MBA	1 - 28	N250,000
Finance for Non-Finance Managers	5 - 25	N100,000
Positive Influencing Skills	9 - 29	N100,000
Strategic Planning & Implementation	10 - 23	N80,000
Total Quality Management	10 - 31	N100,000
Seven Habits of Highly Effective People	12 - 25	N80,000
Financial Analysis & Valuation	13 - 2 Aug.	N100,000
Intermediate Certificate in General Management & Strategy	25 - 31	N20,000

# August

Face-to-Face Courses	Date	Tuition
Professional Certificate in Customer Service & Relationship Management	2 - 3	N160,000
Capturing Markets; Connecting With Customers	2 - 4	N210,000
Customer Retention & Superior Engagement	2 - 4	N210,000
Strategic Planning & Implementation	5 - 6	N150,000
Converting Strategy to Action	5 - 6	N150,000
Business Sustainability & Corporate Social Responsibilities	9 - 11	N210,000
Budgeting & Budgetary Control Methods	12 - 13	N150,000
Financial Analysis & Valuation	16 - 18	N215,000
Understanding Financial Management	16 - 17	N150,000
Finance for Non-Finance Managers	16 - 18	N210,000
Certificate in Petroleum Accounting	16 - 18	N210,000
Certificate in Key Performance Measurement	25 - 27	N210,000
Postgraduate Certificate in Enterprise Analysis & Consulting Skills	27	N450,000

Online Courses	Date	Tuition
Microsoft Excel Academy	2 - 15	N80,000
Budgeting & Budgetary Control Methods	5 - 18	N80,000
Capital Market Analysis & Investment Management	7 - 27	N100,000
Professional Certificate in Law Office Management	9 - 22	N80,000
Health Safety & Environment Management	11 - 24	N80,000
Intermediate Certificate in Leadership Skills	23 - 29	N20,000
Intermediate Certificate in Sales & Marketing	23 - 29	N20,000

# September

Face-to-Face Courses	Date	Tuition
Seven Habits of Highly Effective People	1 - 2	N150,000
Positive Influencing Skill	1 - 3	N210,000
Leadership & People Management for New & Aspiring Managers	6 - 7	N150,000
Advanced Leadership Development & People Management Skills	6 - 7	N160,000
Critical Thinking & Creative Problem Solving	8 - 10	N210,000
Superior Business Writing, Effective Communication & Presentation Skills	13 - 15	N210,000
Certificate in Petroleum Accounting	20 - 22	N210,000
Train the Trainer	20 - 25	N255,000
Professional Executive MBA (Nigeria)	24 - 30	N1,000,000
Project Management Essential	27 - 29	N210,000
Agile Business Process & Management Development	27 - 29	N250,000
Understanding Emotional Intelligence	29 - 30	150,000

Online Courses	Date	Tuition
Wo(Men) in Business	1 - 14	N50,000
Understanding Financial Management	4 - 17	N80,000
Finance for Non-Finance Managers	4 - 24	N100,000
Certificate in Key Performance Measurement	9 - 29	N100,000
Skills for Assertive Communication	11 - 30	N100,000
Certificate of Proficiency in Spoken & Written English	11 - 30	N100,000
Strategic Marketing Management	13 - 26	N80,000
Intermediate Certificate in Finance	18 - 24	N20,000

# October

Face-to-Face Courses	Date	Tuition
Strategic Human Resources Management	2 - 6	N255,000
Financial Modelling Masterclass for Finance Executives	5 - 8	N255,000
Capital Market Analysis & Investment Management	6 - 8	N235,000
Microsoft Excel Academy	7 - 11	N235,000
Certificate in International Financial Reporting Standards	7 - 11	N235,000
Professional Certificate in Customer Service & Relationship Management	13 - 14	N160,000
Capturing Market; Connecting with Customers	13 - 15	N210,000
Customer Retention & Superior Engagement	13 - 15	N210,000
Management of Medical & Health Care Organizations	18 - 20	N210,000
Total Quality Management	20 - 22	N210,000
Health Safety & Environment Management	21 - 22	N150,000
Advanced Certificate in Logistics & Supply Chain Management	25 - 27	N210,000
Strategic Planning & Implementation	28 - 29	N150,000
Converting Strategy to Actions	28 - 29	N150,000

Online Courses	Date	Tuition
Comprehensive Management Theory, Practice & Skills	2 - 29	N100,000
Intermediate Certificate in Leadership	4 - 10	N20,000
Certificate in International Financial Reporting Standards	4 - 31	N120,000
Certificate in Petroleum Accounting	9 - 29	N100,000
Financial Analysis & Valuation	11 - 31	N100,000
Intermediate Certificate in General Management & Strategy	25 - 31	N20,000

# November

Face-to-Face Courses	Date	Tuition
Understanding Financial Management	1 - 2	N150,000
Finance for Non-Finance Managers	1 - 3	N210,000
Budgeting & Budgetary Control Method	4 - 5	N150,000
Certificate in Key Performance Measurement	8 - 10	N210,000
Islamic Banking & Finance	10 - 12	N210,000
Professional Certificate in Law Office Management	11 - 12	N150,000
Postgraduate Certificate in Enterprise Analysis & Consulting Skills	15- 20	N450,000
Business Sustainability & Corporate Social Responsibility	22 - 24	N210,000
Management of Professional Service Firm & General Office Administration	24 - 26	N210,000
Capital Market Analysis & Investment Management	29 - 1 Dec.	N210,000
Petroleum Economics & Fiscal Contract System	29 - 4 Dec.	N285,000

Online Courses	Date	Tuition
Strategic Human Resources Management	1 - 28	N120,000
Universal Design for Learning	3 - 30	N100,000
Train the Trainer	3 - 30	N120,000
Positive Influencing Skills	8 - 28	N100,000
Seven Habits of Highly Effective People	13 - 26	N80,000
Advanced Certificate in Logistics & Supply Chain Management	15 - 5 Dec.	N100,000
Advanced Leadership Development & People Management Skills	17 - 30	N80,000
Intermediate Certificate in Financial Management	20 - 27	N20,000

# December

Face-to-Face Courses	Date	Tuition
Strategic Marketing Management	2 - 3	N150,000
Leadership & People Management for New & Aspiring Managers	7 - 8	N150,000
Advanced Leadership Development & People Management Skills	7 - 8	N160,000
Microsoft Excel Academy	7 - 11	N235,000
Financial Modelling Masterclass for Finance Executives	8 - 11	N255,000
Financial Analysis & Valuation	9 - 11	N210,000
Certificate in Petroleum Accounting	9 - 11	N210,000
Seven Habits of Highly Effective People	14 - 15	N150,000
Positive Influencing Skills	14 - 16	N210,000
Train the Trainer	14 - 18	N255,000

Online Courses	Date	Tuition
Critical Thinking & Creative Problem Solving	1 - 21	N100,000
Management of Medical & Health Care Organizations	1 - 21	N100,000
Strategic Planning & Implementation	3 - 16	N80,000
Professional Certificate in Customer Service & Relationship Management	7 - 20	N80,000
Intermediate Certificate in General Management & Strategy	14 - 20	N20,000