

Infonexus

college london

PROSPECTUS 2010

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Welcome,

I would like to welcome you to Infonexus College London. I am glad you have decided to study with us and I will ensure that we provide you with every support we can to enable you to succeed and progress in your chosen area.

Our continuing commitment to you is demonstrated through our excellent teaching, exceptional learning resources and extensive student support services. We set very high standards and expect all our students to be committed, dedicated and hard working, meeting all the required deadlines set by teachers.

Whatever course you have decided to undertake at Infonexus College London, I wish you every success and trust you will both enjoy and benefit from your time spent with us.

Dr. Stanley Michael Wilkin

Principal

OUR COLLEGE

At ICL you will find a pleasant learning experience. The College is located in Ilford - the heart of East London. Our campus is situated in the middle of the town centre, where local facilities are on the doorsteps. Ilford town is blessed with a Grand Library, Leisure Centre, prayer rooms and unique shopping centre with market facilities where a variety of good food and different merchandise are available at affordable prices.

ICL PREMISES ARE PROFESSIONALLY EQUIPPED WITH AN ENVIRONMENT CONDUCIVE TO LEARNING. OUR EXPERIENCED LECTURERS HAVE EXCELLENT KNOWLEDGE OF THE SUBJECTS THEY TEACH. THE PROGRAMMES ARE DESIGNED TO PROVIDE MORE PRACTICAL UNDERSTANDING AND EXPERIENCE. AT ICL WE BELIEVE THAT ALL CANDIDATES DESERVE THE RIGHT TO HIGH QUALITY EDUCATION, SO WE PROVIDE A FRIENDLY AND SUPPORTIVE ATMOSPHERE FOR STUDYING

Our Mission

The mission of Infonexus College London is to provide educational opportunities to emphasize skills and knowledge that will allow the students to adjust through a lifetime of social and technological change.

We recognize that education is vital in developing skills needed for a productive society and essential in promoting the individual's sense of worth, values and high ethical standards. The College is committed to offering quality education that meets the needs of its students and assisting them in clarifying and pursuing their professional and educational goals.

Our Vision

OUR VISION IS TO SEE OURSELVES SUCCESSFUL IN ACCOMPLISHMENT OF OUR MISSION. THIS WILL, WE ARDENTLY HOPE, TRANSLATE INTO A CONTINUOUS FLOW OF ACCOMPLISHED PROFESSIONALS TO FULFIL THE ROLE WHICH WE ASPIRE TO EQUIP THEM WITH AND TO SERVE THIS GREAT COUNTRY, AND THE ONES THEY COME FROM AS FOREIGN STUDENTS, WITH HONOUR AND MERIT.

THIS VISION WILL, WE FURTHER HOPE, ALSO LEAD OUR ALUMNI TO LOOK BACK WITH PRIDE TO THEIR ALMA MATTER AND LOOK FORWARD TO BUILDING A BETTER TOMORROW FOR POSTERITY.

Teaching and Assessment Policy

The courses offered at the Infonexus College London are taught with interdisciplinary approach of teaching and learning, while the latest research in the respective areas are also taken into consideration. The teachers correlate subjects to the practical life, to maintain interest of the students.

Infonexus applies different teaching methods and techniques, to suit the purpose of the course and the student's individual requirements.

Teaching methods are indicated when course materials are supplied to the students. Those include lecturing, group discussions, case studies, two-way communication and project-based work. During the course of the study programme quiz tests and hourly tests are conducted for assessment of progress; comprehensive mid-term and final exams are also conducted. Written assignments and oral presentations may also be used as a form of assessment. Results are discussed with the students so that they may learn from their mistakes.

Classes are of different durations ranging from 45 minutes to 3 hours. At the end of each study week, one to one discussions are held, to assist the students with solving any problems that may arise.

Infonexus is committed to ensuring that the teaching facilities are kept to the highest standard to ensure that students benefit from their full potential and believe that in order to do so, they need expert and enthusiastic teachers, resources such as books and computers, comfortable environments in which to work and clear information about what is expected of them.

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Support Facilities

Computer Lab

ICL is equipped with computer lab uploaded with latest software which are useful for the students to prepare their assignments and home work. Internet facility is also provided with fast broadband service to browse and download information required by the students or staff. Computer facilities are regularly reviewed and updated to cope with changing technology requirements.

Library

A library with reading room facility is available for students who wish to study in their spare time or after the class. There are several course books, reports and magazines available, which can be borrowed for reference. For wider choice of reference books we encourage student to register with Barking or Ilford Libraries which have large number of books available for use. The photocopy facilities are also provided to the students with nominal charge, together with free computer and internet access.

Language Classes

English language courses at ICL are based on three levels: beginners, intermediate and advanced. Students with difficulties in reading and writing in English will be recommended the beginners' classes. Students who can read and write, but encounter some difficulties in understanding, will be recommended the intermediate level. Those students who have no difficulty in reading and writing and speak little English, but have hesitation to speak, will be recommended short term advanced- level classes, where emphasis are on oral practice. There is also IELTS classes available – see the English Courses section for more details.

Advisory & Counselling Services

Student advisory services are available for ICL students who require assistance with their coursework or suitability of a course which will be helpful in their career selection. College Counsellors are also trained to help students on issues like the location and cost of accommodation, difficulties in payments of fees, finding a local doctor or solving any social problems. The Welfare Officer provides support to International Students throughout their stay in the UK. All International Students will receive a welcome pack upon arrival in the UK.

Airport Pick 'n' Drop Service

Students who wish to be collected from the London Airports by an ICL Representative, must inform the College of the arrival time, date and flight number at least two weeks before their scheduled arrival.

Accommodation

We offer privately leased properties for our students, where they can share all costs of renting a house but occupy their individual rooms. This is the economical way of living in London; cost varies between £70-100 per week depending upon the property size and location. Some arrangements have been made with families who want to share accommodation or even provide meals on request with extra charge. These types of accommodations are most suited to those students who want to live in family atmosphere.

Banking Services

Students arriving in the UK from overseas are usually required to open a bank account. ICL Student Advisory Service will guide the students on the basic requirements to open up a bank account. We have relationship with HSBC, Barclays, Lloyds TSB, Woolwich, and Natwest banks.

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APPLICATION PROCEDURE

Once you have decided on the course you wish to study, you can simply complete our application form online or fill it out manually by printing a hard copy from the College website (<http://www.infonexuscollege.co.uk>) and returning it to the College together with two passport-sized photographs and copies of all or your latest educational qualifications for evaluation by the Application Review Committee

IN ADDITION TO THE COURSE ENTRY CRITERIA, THE CANDIDATES PURSUING A RELEVANT ACCREDITATION ACCESS COURSE, THOSE WHO CAN PROVE THAT THEY HAVE STRONG MOTIVATION, LINKED TO RELATIVE EXPERIENCE, MAY ALSO BE ELIGIBLE FOR ENTRY IRRESPECTIVE OF WHETHER THEY POSSESS FORMAL ACADEMIC QUALIFICATION, SUCH CANDIDATES WILL NEED TO BE ABLE TO DEMONSTRATE THE ABILITY TO COPE WITH THE DEMAND OF THE COURSE AND IN SOME CASES MAY BE ASKED TO COMPLETE A PIECE OF WRITTEN WORK IN SUPPORT TO THEIR APPLICATION

Taking into account his/her previous academic record, the confidential reports of his/her referee/acquaintance with his/her academic work and others supportive material supplied with the application. Applications will be considered in order to ensure that the assessment of application complies with current equal opportunities legislation of the United Kingdom.

The Application Form must be forwarded to:

**Admission Department
Infonexus College London
2nd Floor Olympic House,
28-42 Clements Road,
Ilford, Essex IG1 1BA
020 8553 0152
info@infonexuscollege.co.uk**

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If you would like to talk to one of our advisors in person and receive an immediate decision on your eligibility for your chosen course, you may wish to visit our Admissions Office. Unless specified in the course details, there is no official closing date for applications. However, you are recommended to apply early since places on all courses are limited.

All of the applications we receive will be considered with due care and attention and we will take into account any information you provide us with. Once your application has arrived with us, we will notify you of its receipt. If your application is successful, we will offer you a place on your chosen course. At that stage, you will be expected to accept or decline this offer. You would be required to pay a portion of fee to be deposited with the college to receive an offer letter. Once you receive your offer letter your place on the course is guaranteed

APPLICATION GUIDELINES

Providing complete and accurate information in the required fields and carefully following the guidelines for admission to the College found therein will result in your application being processed quickly and will allow us to reply to you swiftly with a decision.

- Please have all your details ready before proceeding.
- Your previous qualifications, grades and details of the educational institutions you have attended are required.
- Your full employment history is also required as this will be taken into account if your educational qualifications alone do not meet the standard required for entry onto your chosen course
- Please provide as complete information as possible. Incomplete applications are more likely to be rejected
- Please take extra care when you are entering your e-mail address as a valid e-mail account is required for the College to make contact with its applicants. We will almost always communicate with you by e-mail, especially if you are applying from outside the United Kingdom

Before completing the Student Application Form for Admission the student should have to read the admission term and conditions from admission application Form and college website. In particular, the student should ensure that they have fully understood the College Fee Payment and Refund Procedures. If you need any assistance with the Application Form, please contact our Admission Department at:

INFO@INFONEXUSCOLLEGE.CO.UK

020 8553 0152

VISAS EXPLAINED

Under the new Points Based System, you will need 40 points to secure a student visa for the UK. You will get 30 points from your visa letter and 10 points from a bank statement(s) or a letter confirming you have sufficient funds for fees and maintenance. Visa letter is your official unconditional offer confirming your acceptance on a course at the College. You will be required to provide all original qualifications and documents that you supplied to the College when applying for the student visa. Please note that if your documents are not in English, the original documents must be sent with a fully certified translation by a professional translator.

YOU MUST HAVE ENOUGH MONEY TO COVER YOUR COURSE FEES FOR YOUR FIRST YEAR OF STUDY AND LIVING COSTS FOR UP TO NINE MONTHS THAT MUST BE HELD IN CASH. LIVING COSTS ARE £800 IN LONDON PER MONTH IF YOU STUDY INSIDE LONDON AND £600 PER MONTHS IF YOU STUDY OUTSIDE LONDON

Working in UK

Full time students are allowed to work on part-time basis i.e. no more than 20 hours a week. You will require a National Insurance Number to pay your tax on your earnings. College will help students requiring a confirmation letter to prove their status to obtain NI number.

Attendance

THE COLLEGE TAKES THE MATTER OF ATTENDANCE EXTREMELY SERIOUSLY. ALL STUDENTS ARE EXPECTED TO ATTEND LECTURES, CLASSES, TUTORIALS AND DEPARTMENTAL EXAMINATIONS REGULARLY. IN ACCORDANCE WITH THE UK IMMIGRATION RULES FOR STUDENTS, THOSE WHO FAIL TO ATTEND REGULARLY WILL BE REMOVED FROM THEIR COURSE.

HOME STUDENTS

This page details the College's Admissions Procedure for UK students and International Students who are already residing in the UK on a student visa. If you are applying from abroad or you need a confirmation of Acceptance i.e. (Visa Letter) in order to apply for a visa/entry clearance from your home country please see below.

Accepting Your Offer

To accept an offer and confirm your place, you will be required to pay at least half of the tuition fees for your course. You should complete your enrolment with us at least a week before the start of your course.

Accommodation Booking Confirmation

If you would like the College to arrange accommodation for you for the duration of your studies, please remember to inform us of your requirements no less than two weeks in advance of the start of your course.

Payment Confirmation

Prospective Students are requested to notify the College of any payments made in our favour. If the payment is made directly to our account, the College needs a confirmation of the following details:

Date the payment was made

The value of the payment

The address of the bank from which the deposit was made

The sort code of the bank from which the deposit was made

The payment verification process would be greatly accelerated if you could send a copy or receipt of your payment by post, fax or by scan and e-mail.

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OVERSEAS STUDENTS

This page details the College's Admissions Procedure for students who are applying from abroad or those students who will need to return to their country of origin to change their visa status.

Overseas students (non-EU) require visa to enter into Britain. They will be asked to obtain a visa from British Embassy or High Commission of their home country. The following documents are required to apply for a visa:

- **Current valid passport**
- **Acceptance letter from the college for the course stating its duration and the fee paid**
- **Proof of financial support to meet the cost of tuition, accommodation and living expenses while staying in London during course. It can be original letter from the sponsor or own bank statements.**

Accepting Your Offer

In order to accept an offer from the College, students who need to apply for a study visa from abroad will be required to pay part of their tuition fees, as described in their conditional offer letter. Students can pay the entirety of their tuition fees in advance as the British High Commission normally extends special consideration to visa applicants who have made such payments. Once your application and registration have been completed, you will be issued with an Official Acceptance Letter. This document will enable you to apply for a student visa.

Accommodation Booking Confirmation

We will confirm on your Acceptance Letter that accommodation will be arranged by the College once you have completed your visa application and booked your flight to the United Kingdom. Please inform us of your arrival date no less than two weeks in advance of your arrival. If you want the College to reserve your temporary accommodation early and send you a booking confirmation letter in support of your visa application, you will be required to pay a minimum deposit of **£180** (non-refundable) i.e. a month's rent of the rooms we arrange for our students. Please send this payment alongside your registration and tuition fees payments.

Dispatch of Acceptance Letters

All the Acceptance Letters we send are dispatched via Royal Mail's International Signed for Service. This service is very efficient in most countries and will usually deliver your Acceptance Letters to you within a week. However, be advised that the time it takes for you to receive post from us will depend on the efficiency of the postal service in your country. If you want your documents to be sent by courier (DHL) you will be required to cover half of the cost of this service. At present, this will come to around £20 (DHL standard charge £48). Please make the payment to cover this fee alongside your registration and tuition fee deposits. For DHL's cost guidelines visit www.dhl.co.uk

Payment Confirmation

We request that students sending payments from overseas ensure that they include their application number, full name and date of birth details on the back of draft and cheque payments or within the information that accompany money transfer payments.

If the payment was made directly into our account by someone in the UK, you must confirm the deposit by giving us the following details:

Date the payment was made

The value of the payment

The address of the bank from which the deposit was made

The sort code of the bank from which the deposit was made

The logo for Infonexus College London. The word 'Infonexus' is written in a large, bold, blue sans-serif font. Below it, the words 'college' and 'london' are written in a smaller, blue, rounded sans-serif font. 'college' is in a lighter blue color and has a slight outline effect, while 'london' is in a darker blue.

The payment verification process would be greatly accelerated if you could send a copy or receipt of your payment by post, fax or by scan and e-mail. Please remember to inform us of your intentions for the distribution of any payments made to us i.e. if you are including a payment for pre-arranged accommodation and/or DHL dispatch of your documents.

Visa Applications

Following your visa application interview, you are requested to inform the College of the outcome of your application.

If your application is **successful**, please inform us of this so that we can make the necessary arrangements for your arrival in the UK. Once you have arrived in the UK you will be required to report to the College in order to complete any outstanding procedures and formalities. Be advised that you will need to pay the balance of your first year's tuition fees before the commencement of your course.

If your application is **unsuccessful**, the College will discuss your intentions and the options available to you. Be advised that you will be required to provide us with the original copy of your rejection letter if you wish to apply for a refund of any fees paid on your behalf, negative your non-refundable administrative charge of £50.

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PAYMENT AND CANCELLATION POLICY

Tuition fees

The applicant will be advised by the college administration office to deposit their tuition fees before the commencement of their course. The Administration Office may also ask the international students to deposit the full or part of the tuition fees before they are issued with an un-conditional offer letter.

Methods of payment

International students must deposit their tuition fee in one of the following methods:

- Banks draft arranged by the students drawn on the British bank
- Cheques drawn on UK bank
- Visa, MasterCard, JCB cards
- Traveler cheques GBP by Infonexus College.

Personal cheques drawn outside UK and cash will not be acceptable.

The college reserves the rights to retrieve any bank charges or exchange costs that may arise from the applicant. Students are advised to check in advance before sending money whether they are likely to incur additional charges.



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Cancellation Policy

Cancellation prior to the final payment date will incur registration charges. In case of Cancellation from final payment date to 14 days prior to the start of the program, 50% balance of the tuition fee will be deducted. Students should take out their own travel insurance to cover these payments in case of illness or unavoidable circumstances which might prevent his/her attendance, or curtail their stay.

STUDENTS WILL BE REFUNDED ANY MONIES THAT THE COLLEGE AGREES SHOULD NOT BE CHARGED. PLEASE NOTE THAT THE COLLEGE RESERVES THE RIGHT TO RETAIN THE FULL ACCOMODATION FEE AFTER THE DEADLINE DATE AND A REFUND MAY NOT BE MADE UNTIL THE COLLEGE SUBMITS THEIR INVIOCE AFTER THE END OF THE SEMESTER. THE REMAINDER OF THE FEE PAID BY THE STUDENT WHO HAS HAD TO CURTAIL HIS/HER STAY IS NOT TRANSFERABLE TO OTHER STUDENTS

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COURSE INDEX

MANAGEMENT OF INFORMATION SYSTEMS

IMIS Foundation diploma

This course is suitable for people who want to work with computers and need some entry level education and it provides a route for candidates to gain entry to our Diploma Course examination. All modules defined within the course structure may be taken individually or collectively to form a Foundation Diploma. Each module is designed to introduce the student to the basic elements of information systems practices.

Examination Body	IMIS
Level	Foundation Diploma - Level 3
Duration:	6 months
Mode	Full Time
Intakes	January/May/September
Leading to	IMIS Diploma – Level 4

Course modules include:

Communication Skills • Arithmetic • Computing Awareness • Use of Packages • Book-Keeping • Office Practice

Entry Requirements:

There are no entry requirements for this course.

IMIS Diploma

This course is a continuation of the Foundation Diploma, although access at this level is also available (please see the entry requirements below). The course leads to IMIS Licentiate Grade. After successful completion of the IMIS Diploma students will be awarded with a Diploma Certificate that equates to the National Certificate (ONC), enabling them to undertake employment at the equivalent level of early entry analysts.

Examination Body	IMIS
Level	Diploma - Level 4
Duration:	6 months
Mode	Full Time
Intakes	January/May/September
Leading to	IMIS Higher Diploma- Level 5

Course modules include:

Information Systems Practice • Business Fundamentals • Communications and Business Technology • Programming and Web Applications • Business Information Systems • Information Systems Building

Entry requirements:

- Successful completion of the Foundation Diploma level examinations
- GCSE (or equivalent) with passes in 4 subjects, including Mathematics and English at grades C and above (or equivalent)
- Candidates of 21 years of age and over with two years' work experience relevant to computing or a related field will also be eligible. An employer reference will be required
- Candidates of 19 years of age and over may be admitted on receipt of a letter from the college where the student is registered to study for IMIS qualifications, attesting to their suitability to study at this level.

IMIS Higher Diploma

This course is a continuation of the Diploma course, although access at this level is also available (please see the entry requirements below). It provides the students with a comprehensive knowledge of the entire field of operations, programming, systems analysis and design, and computer management. After successful completion of the IMIS Higher Diploma, students will be awarded with a Higher Diploma Certificate that equates to the National Certificate/Diploma (HNC/HND), enabling them to undertake employment at the equivalent level of analyst/team leader.

Examination Body	IMIS
Level	Higher Diploma - Level 5
Duration:	6 months
Mode	Full Time
Intakes	January/May/September

Course modules include:

Management Information Systems • Information Systems Strategy • Contemporary IS Development • Database Development • Project Management • Business Information Systems Project

Entry Level Requirements

- Successful completion of the Diploma level examinations
- BTEC National Certificate/Diploma in Computing
- BTEC National Certificate/Diploma in a related subject with a significant computing element.
- GCSE (or equivalent) with passes in 5 subjects including Mathematics and English. 'A' Level in a computing subject and one other 'A' Level. Two passes at 'AS' level may be considered in place of one 'A' level pass

- Other appropriate educational qualifications deemed equivalent to the IMIS Diploma level examinations.
- Candidates that are 21 years of age or over with four years' appropriate work experience relevant to computing or a related field may also be considered.

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BUSINESS MANAGEMENT AND MARKETING

Students of the Infonexus College London are given a chance to gain internationally recognized accredited UK Professional Qualifications in Business Management and Marketing by the London Centre of Marketing. LCM courses are designed to ensure that its graduates have Professional Qualifications with a broad and in-depth understanding of the functions and applications of the concepts of Marketing and Marketing Management. The knowledge imparted and practical skills gained through LCM course serves to prepare graduates with the necessary expertise to handle important positions within industry, government or alternatively pursue further specialized studies in the field of Marketing. Upon successful completion of the Professional Qualifications, students have Guaranteed Direct Entry onto a number of postgraduate level programs at UK and International Universities.



Diploma in Business Management and Marketing

The Award is aimed at students in developing countries to enable them to obtain a practical and up-to date accredited Qualification in Business Management and Marketing. This allows for students to upgrade their current skills base and enable them to progress onto Universities for further studies.

Examination Body	LCM
Level	Diploma - Level 4
Duration:	6 months
Mode	Full Time
Intakes	January/May/September
Leading to	LCM Higher Diploma- Level 5

Structure

Candidates must attempt a minimum of four modules in total. Three modules are mandatory and the candidate must complete at least one of the two optional modules successfully before the Award can be issued.

Module Title	Mandatory Or Optional	Mode of Assessment	Weighting
Principles of Marketing	Mandatory	Internally set, marked and moderated final examination	25%
Sales Management	Mandatory	Internally set, marked and moderated final examination	25%
Buyer Behavior	Optional	Internally set, marked and moderated final examination	25%
Market Intelligence & Planning	Optional	Internally set, marked and moderated final examination	25%
Business Management	Mandatory	Internally set, marked and moderated final examination	25%

Entry Requirements:

Candidates must possess a minimum of at least three GCSE Advanced Level Qualifications or equivalent. Candidates must also be able to demonstrate proficiency in English.

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Higher diploma in business management and marketing

Examination Body	LCM
Level	Higher Diploma - Level 5
Duration:	6 months
Mode	Full Time
Intakes	January/May/September
Leading to	LCM Professional Diploma- Level 5

Structure

Candidates must attempt a minimum of four modules in total. Three modules are mandatory and the candidate must complete at least one of the two optional modules successfully before the Award can be issued.

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Module Title	Mandatory Or Optional	Mode of Assessment	Weighting
Social Marketing	Mandatory	Internally set, marked and moderated final examination	25%
Integrated Marketing Communications	Mandatory	Internally set, marked and moderated final examination	25%
Financial Management	Optional	Internally set, marked and moderated final examination	25%
Brands & Branding	Mandatory	Internally set, marked and moderated final examination	25%
Tourism Management	Optional	Internally set, marked and moderated final examination	25%

Entry Requirements

Candidates must have completed the Diploma in Business Management & Marketing Award.

Professional diploma in business management and marketing

Examination Body	LCM
Level	Professional Diploma - Level 5
Duration:	6 months
Mode	Full Time
Intakes	January/May/September
Leading to	LCM Advanced Diploma- Level 6

Structure

Candidates must attempt a minimum of four modules in total. Three modules are mandatory and the candidate must complete at least one of the two optional modules successfully before the Award can be issued.

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Module Title	Mandatory Or Optional	Mode of Assessment	Weighting
Public Relations	Mandatory	Internally set, marked and moderated final examination	25%
Business Law	Mandatory	Internally set, marked and moderated final examination	25%
Services Marketing	Mandatory	Internally set, marked and moderated final examination	25%
Corporate Communication	Optional	Internally set, marked and moderated final examination	25%
Principles of Economics	Optional	Internally set, marked and moderated final examination	25%

Entry Requirements:

Candidates must have completed the Higher Diploma in Business Management & Marketing Award

Advanced diploma in business management and marketing

Examination Body	LCM
Level	Advanced Diploma - Level 6
Duration:	6 months
Mode	Full Time
Intakes	January/May/September
Leading to	BBA and EMBA

Structure

Candidates must attempt a minimum of four modules in total. Three modules are mandatory and the candidate must complete at least one of the two optional modules successfully before the Award can be issued.

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Module Title	Mandatory Or Optional	Mode of Assessment	Weighting
International Marketing	Mandatory	Internally set, marked and moderated final examination	25%
Strategic Marketing Management	Mandatory	Internally set, marked and moderated final examination	25%
Entrepreneurship	Optional	Internally set, marked and moderated final examination	25%
Business to Business Marketing	Mandatory	Internally set, marked and moderated final examination	25%
Internet Marketing	Optional	Internally set, marked and moderated final examination	25%

Progression Route

On completion of the Advanced Diploma, students can enter the final year of the Bachelor in Business Administration programme (BBA). If students successfully complete the BBA programme, they can then go on to the European Masters in Business Administration (EMBA) programme which is a 15 month course.

Entry Requirements:

Candidates must have completed the Professional Diploma in Business Management & Marketing Award.

BUSINESS ADMINISTRATION

The Postgraduate Diploma in Business Administration is awarded by the ABP – Association of Business Practitioners- UK based awarding body linked to Association of Business Executives (ABE).

Postgraduate Diploma in Business Administration Leading to MBA/MSc

The course is designed for graduate level students who wish to achieve an entry qualification and credits towards a Masters Degree. The programme will also appeal to individuals with relevant employment experience. The sequence of units of the course is designed to incrementally build up participant's knowledge in the field of Business Administration, Management and Presentation.

On successful completion of above programme the students will be awarded PGDBA, following this the students has to do their dissertation to obtain full maters degree

Examination Body	ABP
Level	PGD (120 Credits) Level 7
Duration	14 months
Mode	Full Time
Intakes	January/May/September
Leading to	MBA/MSc

Progression Route

For MBA

"Holders of the ABP Postgraduate Diploma in Business Administration may make an application to the University of Gloucestershire for entry to the Master's stage of the MBA. MBA applicants will additionally need to have evidence of 2-3 years of relevant managerial level work experience".

Msc in Business Administration

Holders of the ABP Postgraduate Diploma in Business Administration without 2-3 years of relevant managerial level work experience may make an application to the Univeristy of Gloucestershire for entry to the Master's stage of the Msc in Business Administration.

Course modules include: The Corporate Environment • Understanding People in Organisations • Management Theory • Relationship Marketing • Business Operations • Human Resource Analysis • Business Analysis • Strategic Management • Working and Learning with Others .

Assessment: All the modules will be internally assessed but externally moderated by ABP. Assessment may take the form of in class exercises, individual or group assignments, time constrained examinations.

Entry Requirements:

A recognized and recent university degree in business administration or in a closely related subject. Mature student with extensive responsible employment in the relevant field and a clear potential for postgraduate studies.

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ACCOUNTANCY

ACCA (the Association of Chartered Certified Accountants) is the global body for professional accountants. It is a prestigious organisation which has a long history of providing degrees to the students and professionals. These degrees are highly recognized and valued all over the world. Infonexus College London is proud to be an ACCA listed tuition provider in the UK.

The ACCA syllabus aims to develop a comprehensive understanding of the knowledge, skills and techniques required by the modern professional accountant. The broad range of subjects is designed to ensure a depth of high quality relevant knowledge, which can be applied throughout your chosen career.

Start Dates

Courses start at Infonexus College London in February, May and August each year. ACCA examinations are held in June and December.

Entry Requirements:

Several entry routes are available which take into account different qualifications and recognise your previous achievements:

UK Professional Examination Route entry criteria:

- A levels and 3 GCSEs (5 separate subjects including English & Mathematics)
- CAT Level B / Intermediate Level (complete)
- AAT (UK) Intermediate (complete)
- BTEC National Certificate (any subject)
- Advanced GNVQ (any subject)
- NVQ Level 3 / 4 (any subject)
- Degree (from a recognized institution in any subject)

Mature Student Entry Route (MSER)

If you are over 21 years old and do not fulfill the entry requirements of the Professional Examination Route, you will automatically be considered for the MSER (Mature Student Entry Route). MSER candidates have a maximum of two years from the date of your first eligible ACCA examination session to pass Papers M1 and M2 (the equivalent of Papers 1.1 and 1.2). If successful you will be transferred onto the professional register and exempted from Papers 1.1 and 1.2.

Overseas Students entry Requirements

Please refer to the ACCA website: <http://www.accaglobal.com> for more information on the ACCA syllabus and equivalent entry qualifications or details of exemptions for your country.

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ENGLISH COURSES

At Infonexus College London we are offering various English Language Courses range from the beginners to experts. Our courses are affiliated with international bodies and the certificates and grades are recognized in all Universities and Colleges in the major English Speaking Countries including United Kingdom. The courses are designed with specialist teachers to help and cover all the needs of the different categories of students. Therefore both UK local and International students are benefited by the courses.

Graded Examinations in Spoken English (GESE)

GESE is awarded by Trinity College London. This examination is assessed in 12 different levels covering students from beginners to proficient learners. The assessment will be held on one to one basis with the Trinity examiner. This course is oriented with practical knowledge of daily life and suitable for all nationals and cultures. This course is effective for the students of the schools and colleges and those are looking for personal development in their speaking and listening.

Examination Body	CEFR
Duration:	3-6 months
Mode	Full Time
Intakes	January/May/September

Entry Level: Students can enter this course from the age of 7 with any educational background.

Duration: 3-6 Months

Recognition: This course is recognised by all European institutes and linked to the Common European Framework of Reference (CEFR).

Integrated Skills in English (ISE)

ISE is awarded by Trinity College London. ISE examinations assess the four skills of Listening, Writing, Speaking and Reading. The examinations are designed to find out how the four skills are integrated with each other. The learners are ranging from basic to advanced level especially students of Schools and Colleges who need to prove their English Language Skills enter the Universities, or those who need to show evidence of English Language Proficiency for work.

Entry Level: Students who have completed GCSE Level or O Level or equivalent level.

Learning Materials: The basic materials will be provided by the institution.

Duration: 6 Months

Recognition: The grade of the assessments is recognized by all the Universities and other professional bodies all over the world. The qualification is linked to the Common European Framework of Reference (CEFR).

The Spoken English for Work

The Spoken English for Work examinations awarded by Trinity College London is usually known as English for Business and Industries. This course is uniquely designed for the world of work. English-speaking skills are seen as increasingly critical for the long-term

success in international companies. Trinity's SEW examinations give employers and employees a structure in which these skills can be developed and recognised.

Entry Level: Any professional working in managerial level or learner need to show language ability for work.

Duration: 4-6 Months

Learning Materials: will be provided by the institution.

Recognition: The qualification is corresponded to the Common European Framework of Reference (CEFR).

CR Qualifications for English

There are various English Language Courses awarded as OCR Qualifications. The List of the qualifications is: English - Entry Level Certificate known as Certificate of Achievement (CoA). This course is essentially designed for the student who has not the GCSE level of English language qualification. Students who are above the age of 16 can do this course to develop their understanding and basic skills of listening, reading, writing and speaking of English. Students who will successfully complete this course will have direct entry to employment or to the foundation level courses within the UK National Qualification Framework.

Duration: 6 Months to 1 Year

International English Language Testing System (IELTS)

IELTS is the most popular English Language course taken by the students and the professionals who intend to have their places in the educational and the professional institutions. IELTS measures the skills in four distinct areas- Listening, Reading, Writing and Speaking. The score achieved through IELTS is recognised all over the world.

Infonexus College London has been successfully providing necessary assistance to the students to have higher IELTS score through its intensive English programmes. Every year, a number of students are having their places in the UK universities after taking professional and precisely directed tuition on intensive English courses.

Entry Level: Students who have completed GCSE Level or O Level or equivalent level.

Duration: 6 Months

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COURSE FEES

Awarding Body	Course	Fees Home Students	Fees Overseas Students
IMIS	Foundation Diploma	£3200	£3500
IMIS	Diploma	£3200	£3500
IMIS	Higher Diploma	£3200	£3500
LCM	Diploma	£3400	£4200
LCM	Higher Diploma	£3400	£4200
LCM	Advanced Diploma	£3400	£4200
ACCA	ACCA	£300/Paper	£450/Paper
ACCA	CAT	£300/Paper	£450/Paper
ABP	Post Graduate Diploma (120 credits)	£4200	£4500
Trinity College London	Graded Examination in English	£1000	£1800
Trinity College London	Integrated Skills in English	£1000	£1800
Trinity College London	Spoken English for Work	£1000	£1800

Spring Term 2010 Semester 1

18 Jan - 22 Jan	Orientation Week (intake students only)	Week 1
25 Jan - 29 Jan	Teaching Week 1	Week 2
01 Feb - 05 Feb	Teaching Week 2	Week 3
08 Feb - 12 Feb	Teaching Week 3	Week 4
15 Feb - 19 Feb	Teaching Week 4	Week 5
22 Feb - 26 Feb	Teaching Week 5	Week 6
01 Mar - 05 Mar	Teaching Week 6	Week 7
08 Mar - 12 Mar	Teaching Week 7	Week 8
15 Mar - 19 Mar	Teaching Week 8	Week 9
22 Mar - 26 Mar	Teaching Week 9	Week 10
29 Mar - 02 April	Holiday	Week 11
05 Apr - 09 Apr	Holiday	Week 12
12 Apr - 16 Apr	Holiday	Week 13

TERM ENDS: Friday, 26th March 2010 **10 Weeks**

29 Mar - 16 Apr	Vacation 3 Weeks
15 Mar - 29 Mar	Exam week for LCM students

Summer Term 2010, Semester 2

19 Apr - 23 Apr	Orientation Week (intake students only)	Week 14
26 Apr - 31 Apr	Teaching Week 1	Week 15
03 May - 07 May	Teaching Week 2	Week 16
10 May - 14 May	Teaching Week 3	Week 17
17 May - 21 May	Teaching Week 4	Week 18
24 May - 28 May	Teaching Week 5	Week 19
31 May - 04 Jun	Teaching Week 5	Week 20
07 Jun - 11 Jun	Revision Week	Week 21
14 Jun - 18 Jun	Exam Week	Week 22
21 Jun - 25 Jun	Exam Week	Week 23
28 Jun - 02 July	Exam Week	Week 24
05 July - 09 July	Summer Holiday	Week 25
12 July - 16 July	Summer Holiday	Week 26
19 July - 23 July	Summer Holiday	Week 27
26 July - 30 July	Summer Holiday	Week 28
02 Aug - 06 Aug	Summer Holiday	Week 29

TERM ENDS: Friday 02 July 2010 **11 Weeks**

05 Apr - 30 Aug	Summer Holiday
14 Jun - 02 July	Exam week for LCM and IMIS students

Autumn Term 2010, Semester 3

09 Aug - 13 Aug	Summer Holiday	Week 30
16 Aug - 20 Aug	Summer Holiday	Week 31
23 Aug - 27 Aug	Summer Holiday	Week 32
31 Aug - 03 Sep	Teaching Week 1	Week 33
06 Sep - 10 Sep	Teaching Week 2	Week 34
13 Sep - 17 Sep	Orientation Week(intake students only)	Week 35
20 Sep - 24 Sep	Teaching Week 4	Week 36
27 Sep - 01 Oct	Teaching Week 5	Week 37
04 Oct - 08 Oct	Teaching Week 6	Week 38
11 Oct - 15 Oct	Teaching Week 7	Week 39
18 Oct - 22 Oct	Teaching Week 8	Week 40
25 Oct - 29 Oct	Teaching Week 9	Week 41
01 Nov - 05 Nov	Teaching Week 10	Week 42
08 Nov - 12 Nov	Teaching Week 11	Week 43
15 Nov - 19 Nov	Revision Week	Week 44
22 Nov - 25 Nov	Exam Week	Week 45
30 Nov - 17 Dec	Exam Week	Week 46 -48
20 Dec - 16 Jan 2011	Christmas Holiday	Week 49 -52

TERM ENDS: Friday 17 December 2010 **11 weeks**

30 Nov - 17 Dec	Exam week for LCM and IMIS students
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HOW TO FIND US

 Visit us

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