



Isle of Man
**International
Business School**

Scoill Dellal Eddyrashoonagh Vannin

**INSTITUTE OF CHARTERED SECRETARIES
AND ADMINISTRATORS (ICSA)**

CERTIFICATE IN OFFSHORE FINANCE AND ADMINISTRATION

DIPLOMA IN OFFSHORE FINANCE AND ADMINISTRATION

INTRODUCTION

The Institute of Chartered Secretaries and Administrators (ICSA) is one of the biggest integrated global professional bodies. The International Business School works closely with ICSA, both locally and nationally to support a programme of courses.

COURSE OBJECTIVES

The Certificate and Diploma have been created to provide a highly relevant training opportunity specifically for those employed in the offshore finance sector. They aim to provide a broad perspective of the industry, whilst promoting a high degree of operational knowledge.

The Certificate is a foundation qualification that provides an introduction to the offshore finance sector.

The Diploma is aimed at those with experience of the offshore industry who wish to further develop their knowledge.

ENTRY REQUIREMENTS

Certificate - There are no formal entry requirements, although candidates should display a good standard of education.

Diploma - Candidates must have obtained the Certificate, or be exempt, before embarking on the Diploma course.

COURSE DURATION

It is possible to complete both the Certificate and Diploma in two years. To do this students **must study two subjects per exam sitting. The modules can however, be spread over a longer period of time**

THE COURSE STRUCTURE

The Certificate consists of four modules:

Accounting Fundamentals
Investment
Offshore Business Environment
Trust and Company Principles

The Diploma consists of four modules:

Business Management in Practice
Offshore Trusts and Company Administration
Governance and Reporting
Portfolio Management

Prospective students should note that registration with ICSA, purchase of study text and examination entry are the sole responsibility of the student. International Business School staff will provide information and assistance where possible.

Completion of the Certificate and Diploma allows entry onto the ICSA Professional Programme Part 1.

USEFUL CONTACTS

ICSA, 16 Park Crescent, London, W1B 1AH

Web site: www.icsa.org.uk

Telephone: 020 7580 4741

Fax: 020 7323 1132

Email: Suzannedobson@ICSA.co.uk

	Start Date	Time	Price	Code
ICSA Certificate				
Accounting Fundamentals	Wed 29 Sep-10	18.00 - 21.15	£300.00	CTOFA1
Investment	Mon 27 Sep-10	18.00 - 21.15	£300.00	CTOFA2
Offshore Business Environment	Mon 07 Mar-11	18.00 - 21.15	£300.00	CTOFA3
Trust and Company Principles	Wed 09 Mar-11	18.00 - 21.15	£300.00	CTOFA4
ICSA Diploma				
Business Management in Practice	Mon 27 Sep-10	18.00 - 21.15	£360.00	DPOFA1
Offshore Trusts and Companies Administration	Wed 29 Sep-10	18.00 - 21.15	£360.00	DPOFA2
Governance and Reporting	Tue 08 Mar-11	18.00 - 21.15	£360.00	DPOFA3
Portfolio Management	Thu 10 Mar-11	18.00 - 21.15	£360.00	DPOFA4
All courses will run for 14 weeks.				

Please Note:

Courses will be run subject to lecturers and sufficient student numbers.



Isle of Man International Business School
The University Centre, Old Castletown Road, Douglas, Isle of Man, IM2 1QB
T: +44 (0)1624 693700 F: +44 (0)1624 665095
E: enquiries@ibs.ac.im W: www.ibs.ac.im