

Centre for Information Technology& Business Studies
Suite 54a, NovaBuilding
St Jean Road, QuatreBornes
MAURITIUS

Tel: (230) 464 0997 Fax: (230) 465

Dear Sir/Madam

Re: New Courses Starting as next semester

Further to your inquiry we are pleased to enclose requested information about the course/s that you are interested in. We are also enclosing the price list as an indication to charges for the course and an enrolment form for you to complete and return, should you have decided to join the course.

We take this opportunity to inform you that all the courses offered at Sagittarius are approved either by the Mauritius Qualifications Authority or the Tertiary education Commission, and that companies sponsoring their employee/s for any of our courses, falling under the 'Training Grant Incentive Scheme', are entitled for refund under the 'Levy and Grant system' of the HRDC.

Please do not hesitate to contact us, should you require any further information.
Thank you.
Yours sincerely
Management

This is a computer generated document and requires no signature

The Governance Institute

ICSA support its members in organisations of all sizes across all sectors of the economy, including large corporates, SMEs, the public sector and charities. The institute is the only organisation to confer chartered secretary status on those who are suitably qualified and experienced. Established in 1891, its knowledge and expertise is rooted in history and it continues to lead current thinking and practice.



Governance

Governance is the way that an organisation is directed and controlled. It is the toolkit for the processes and the oversight which drives the highest standards of leadership, accountability and behaviour.

Strong governance helps boards and organisations to achieve their goals by acting appropriately and fairly.

ICSA Guidelines:

- Openness:
 we are open, accessible and honest in our business and behaviours
- Integrity: we are impartial, independent and informed
- Authority:
 we speak for our profession with experience and expertise

SAGITTARIUS

Centre for Information Technology & Business Studies (Mauritius) Ltd.

Quatre Bornes - Central Flacq

464 0997 413 5719



WHY SETTLE FOR SECOND BEST JOIN SAGITTARIUS AND ENJOY THE FOLLOWING BENEFITS

- 1. Top quality training facilities
- 2. Internationally qualified lecturers and consultants
- 3. Support administrators and consultants from the UK
- 4. Courses approved by the MQA and TEC and the examinations conducted by the Mauritius examinations Syndicate
- 5. Information Technology support and Internet access
- 6. Latest application softwares
- 7. Local administration service for students' registration and examinations entries
- 8. Flexible study hours (full time/ part time/ sandwich courses)
- 9. Prepayment discounts on full courses and instalment facilities
- 10. Advice on further education in the UK
- 11. Repeat classes at reduced cost
- 12. Branch network: Quatre Bornes and Flacq

For any further information on any of the above, please contact us at any of our offices;

Suite 54A 3rd floor
Nova Building Arcade Sibartie
St Jean Road OR La Source
Quatre Bornes Central Flacq
Tel: 464 0997 Tel: 413 5719
Fax: 465 3165 Fax: 465 3165



Institute of Chartered Secretaries and Administrators (Qualifying Programme)

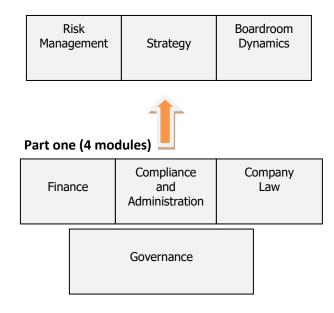


ICSA has been established since many years and specialises in the setting and internationally recognised examinations shown below.

It is the policy of the institution to identify, anticipate and provide programmes (with regular review) that will train people to work in both public and commercial sectors such as offshore companies, banks, governmental institutions and accountancy firms etc, at all levels.

ICSA courses are so designed to stand up to the challenges of the fast moving and ever more demanding business environment.

Course Structure Part Two (3 modules)



Notes

- Part One is of equivalent level to the third year of an undergraduate degree. Part Two is set at Masters degree level. Related degree holders are eligible for module exemptions from the ICSA professional programme
- At Sagittarius, we offer the 7 modules over 4 semesters of 6 months each. Depending on the existing qualifications of the candidates, they are advised appropriately on the modules they should start with first.

On the right is a brief overview of the key topics each module on the new scheme will cover.

Finance: The aim of this module is for students to develop their knowledge of finance and accounting and the ability to use that knowledge to interpret financial and accounting information in order to provide advice to the board, or a similar decision-making body, in strategy development and/or decision-making

Compliance and Administration: The aim of this module is for students to develop their knowledge and skills to prepare for practice as a governance professional, ensuring that the company operates in accordance with good governance principles and the regulations of the jurisdiction in which it operates.

Company Law: The aim of this module is to provide a thorough grounding in, and knowledge and understanding of, the legal framework governing certain business organisations, with particular focus on the registered company. Where appropriate, the module will also cover relevant corporate governance topics, and the relationship between company law and corporate governance.

Governance: The aim of this module is to provide advanced knowledge and key skills necessary for the company secretary or governance professional to act as chief adviser to the board and other stakeholders on best practice in corporate governance, and as the facilitator for systematic application across a wide range of organisations.

Strategy: The aim of this module is to provide the elements, processes and techniques involved in the development and implementation of organisational strategy. As part of the senior management team, company secretaries/governance professionals have a significant role to play in ensuring that strategy fits organisational purpose, is acceptable in terms of risk, and is consistent with good governance as well as with stakeholder requirements and concerns.

Boardroom Dynamics: Does governance work? When governance is applied as a compliance exercise it cannot protect organisations from failure. The aim of this module is to provide the advanced knowledge and tools to recognise the role of the company secretary/governance professional in supporting and influencing boardroom performance, by enabling both effective individual behaviours and group processes.

Risk Management: The aim of this module is for students to develop and extend their understanding of the discipline of risk management, including how risk management links to compliance management and complements effective corporate governance in organisations.

Those learners who do not satisfy the entry requirements will be required to complete the Foundation Level of the ICSA to then be eligible for the ICSA Qualifying Programme.

[SEE BELOW]



Institute of Chartered Secretaries and Administrators (The Foundation Programme)

ICSA has been established since many years and specialises in the setting and marking of the internationally recognised examinations shown below.

It is the policy of the institution to identify, anticipate and provide programmes (with regular review) that will train people to work in both public and commercial sectors such as offshore companies, banks, governmental institutions and accountancy firms etc, at all levels.

ICSA courses are so designed to stand up to the challenges of the fast moving and ever more demanding business environment.

Start your path to becoming Chartered with the ICSA Foundation Programme.

The Foundation Programme provides the relevant skills and knowledge to help prepare you to meet the demands of Part One of the qualifying programme. This is especially useful if you do not have the academic or professional experience to enter the ICSA qualifying programme at Part One. The Foundation Programme is your first step on the path to a career as a governance professional or company secretary.

The course structure

Introducing the Business Environment

Introduction to Finance and Accounting

Introduction to Law

Introduction to Law

Although this programme is open entry, with no prior qualifications required, we would expect learners to have at least studied up to 'A' levels. The Foundation Programmet is a Level 4 qualification, set at the same academic level as a first year undergraduate degree.

The Foundation Programme comprises four modules covering the following subjects:

- Business environment how businesses are organised and run and how the external environment affects business activities
- Law an introduction to corporate and business (commercial) law and the legal framework within which businesses operate
- Company compliance and administration introducing legal,

ownership and management structures for companies, how companies are incorporated and routine company compliance and governance obligations

• **Finance** – the basics of bookkeeping and how to understand the components of financial documentation as well as the principles of financial decision making.

We recommend 150-200 notional hours of study for this course which will take around six to twelve months.

You will be assessed in one 3 hour exam with 15 minutes reading time. You can take your exam in June

and November each year. The paper contains a mixture of short- and extended-answer questions with a pass mark of 50%.

This qualification is appropriate for learners who wish to start a career in the governance field, and most appropriate to continue with the ICSA 'Qualifying Programme' and aim to become a GradICSA

	Course Enrolment Form	SAGITTARIUS
1.	SURNAME (Mr / Mrs / Miss)	
2.	OTHER NAME (S)	Affix Photo
	DATE OF BIRTH MARITAL STATUS Single	ABE (All Courses) Level 3 Level 4 Level 5 Level 6
	HOME ADDRESS	
		ACCA (Accounting)
	HOME TEL MOBILE	
	BUSINESS ADDRESS	((
	BUSINESS TEL No	`
	EDUCATIONAL QUALIFICATION/S	
	PRESENT EMPLOYMENT	0.54 (5.4)
	NAME AND ADDRESS OF SPONSOR (if applicable)	
		CIPS (Procurement & Supply)
	TEL No	
0.	COURSE DELIVERY MODE REQUIRED (please tick appropriate boxes)	
	FULL TIME ONLINE ONLINE	BCS (Information Technology)
1.	HOW DID YOU COME TO KNOW ABOUT SAGITTARIUS?	(Level)
	(a) NEWSPAPER ADVERTISEMENT	Other Course
	(b) PERSONAL RECOMMENDATION	
2.	(c) OTHER: Please specify PROPOSED DATE OF COURSE COMMENCEMENT	I have read and understood the terms and conditions provided on the reverse of this form and agree to follow and abide by them, if I am accepted. I enclose Rs100 as enrolment fee which, I understand, is only refunded if my application is rejected.
	January	SIGNATURE
	April / May July	DATE
	September / October	Please forward your application plus the appropriate enrolment fee

Terms and conditions of acceptance

- Enrolment Fee: An applicant is required to pay an enrolment fee of Rs 100, for all courses (Rs 500 for undergraduate and post graduate) on joining Sagittarius which is only refundable if the student's enrolment is rejected by the centre.
- Course Fee: Applicants should forward the full course fees or agreed course deposit prior to commencement of studies. This fee will only be refunded in full should the centre not offer the course for which the candidate has enrolled.
- **Qualifications**: Students should ensure that they are suitably qualified to be accepted as a *Student Member* by the awarding body prior to commencement of studies.
- **Registration and Examination Fees**: These are separate from course fees of Sagittarius. For full details, consult our office. The amounts payable and payment deadlines are posted on the notice board at appropriate times.
- **Photographs**: Two passport size photographs must accompany your application.
- **Acceptance**: The centre can only confirm course places on receipt of a correctly completed application form and full payment of course fees or course deposit fee.
- **Refunds**: It is regretted that fees cannot be refunded once the course has started. Students are entitled to a refund, less Rs. 500 cancellation fee, if they advise Sagittarius, in writing of their intention to withdraw from the course, two weeks before the start of the course.
- Sponsors: In case of a candidate being sponsored by his/her employer, the course fees must be paid in full, prior to commencement of the course.
- **Repeat Classes**: Students who have paid for and attended a full course but have unfortunately failed, are eligible for 50% discount* when repeating. (* condition applies)

Legal Obligations:

- (i) Sagittarius is committed to assist students during the course for which fees have been accepted.
- (ii) The student also has an obligation that once the course has commenced, he/she should complete the payment of the agreed course fees.

Sagittarius can administer all correspondences with the examination boards on behalf of the students, if agreed by the student.

NOTES	AGREED FEES		
(Office use)			Student Signature
	COURSE	FEES	Signature