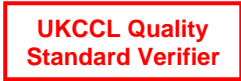
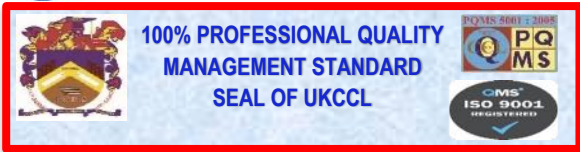
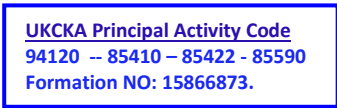




# UKCCA FACULTY OF ICT BLENDED LIFELONG EDUCATIONAL LEARNING



## UK – Certified Knowledge Association



## UK-CKA Learning Faculties & Qualifying Structure

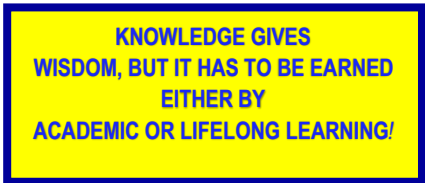
The UK-Certified Knowledge Association (UKCCA) Formerly Known as The Corporation of Executive Administrators (CEA) Executive Board of Governors met on the 28th, of September 2022 and passed a new resolution unanimously to consolidate their Lifelong Blended Knowledge Learning Academies within Fourteen Academies. This came into effect on 1st October 2022, due to the affiliation of the London School of Media & Management (LSMM) as the Online Blended Learning Campus in facilitating Learning, Invigilation, and Assessments to ascertain the eligibility for the Professional Awards of UKCCA with the Verification Executed by UK Commission for Consistent Learning (UKCCL).

The Awarding Graduations will be held every January, April, July, and October each year to assess, verify and confirm the appropriate UKCCA's Career Progressive Professional Knowledge Qualifications. UK-CKA Professional Knowledge Qualifications are considered to be the Equivalent Quality Standards of the National Vocational Qualification Framework (NVQF) and National Vocational Quality Standard (NVQS). UK-CKA publication Admin Times and Admin World has official approval from the British Library on the 15<sup>th</sup>, of October 1993 with the International Standard Serial Number ISSN 1352-0091.

It is emphasized that the UK-CKA Professional Qualifications are awarded by Lifelong Blended Knowledge Learning Methodology. Learning Academies are comprised of individual Learning Faculties long with appropriate Course Modules Units, but each level of qualifications will have a standard number of mandatory requirements per each modular unit. After careful consideration of the level of qualifications, the Executive Board of Trustees & Governors concluded that the UK-CKA's Lifelong Blended Knowledge Learning awards are in accordance with the equivalent to the Framework to the European General Learning Level of 2008. It is also made clearly made known to every applicant who follows the Lifelong Blended Progressive Learning Methodology must submit a Career Project Work (CPW) Assignment as the final written documentation and must attend a minimum of Two Oral Consultations. This is a mandatory requirement methodology to achieve the UK-CKA Professional Knowledge Qualifications of Certificate, Diploma, Higher Diploma, Executive Diploma, and Post Graduate Diploma. Those who wish would acquire the UK-CKA Professional Knowledge Qualifications must strictly follow the Learning Scheme which will assist the candidate to achieve the appropriate Credit Units to transfer to their further higher studies in accordance with their academic pathway. After a careful study by the Professional Learning Panel of UK-CKA, they have categorized the Professional Qualifications into the following framework, which is to main the quality standards equivalent to the UK National Professional Qualifications Levels.

### Faculty of Certified Information Technology Management

The Individuals are able to select their own Professional Majors, with consultation with LSMM, and are Lifelong Blended Learning International Campus to certify the Knowledge Ability of every individual to the UKCCL Verifying Executive Management Board. All the modules are in accordance UKCCL Assessment and Verification Scheme of Affirmation for Prior Experience & Learning (APEL) or Lifelong Blended Educational Learning (LBEL). These Schemes are designed to meet the individual Professional Knowledge Ability Standard. This scheme is executed under the UKCCL Scheme of APEL or LBEL with the submission of Assignments and Oral consultations



### International Professional Qualifications Levels

UK-CKA – Level 3 Knowledge Diploma	Equivalent to Level 3 of the NQF / NVQ
UK-CKA – Level 4 Knowledge Higher Diploma	Equivalent to Level 4 of the NQF / NVQ
UK-CKA – Level 5 Knowledge Executive Diploma	Equivalent to Level 5 of the NQF / NVQ
UK-CKA – Level 6 Knowledge Post Graduate Diploma	Equivalent to Level 6 of the NQF / NVQ



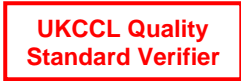
### The Assessment and Verification for the Module Units

(1) Time-Bound Assignments (TBA) 50% , (2) Individual / Group Assignment 15%,(3) PowerPoint Presentations for Certain Modules 10% (4) Open Book Examination (OBE) 15%,(5) Viva Examination 10%

The Final Oral (Viva) Examination is to test the candidate's knowledge in Critical thinking of contemporary issues. This will be carried out on an individual basis by Oral Discussion with the qualified intellectual academics nominated by the UK-CKA Examination Panel. This can take up to a maximum of 60 minutes. The Viva Examination is to tests the candidate for the overall knowledge needed for the qualifications. It has been agreed by UK-CCL that for the candidate to obtain the UK-CKA Learning Diploma Qualification, they must have achieved at least a Grade C Level in all



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module units. Failure to gain this grade means that **UK-CKA will not** recommend any candidate for the UK-CKA Professional Diploma award, and it is agreed that no candidate will be entertained to question the decision of the **UK-CKA Examiners'** declaration.

The **Learning Hours and Credits Units** are specific to the **UK-CKA Learning Programmes**, which have the approval of the **UK-CKA Executive Board Governors**. (In the past the **National Qualifications Framework (NQF)** has been changed to **Qualifications and Credit Frame (QCF)** and this change came into effect in November 2008.) Since 2009 in order to meet the QCF standards, the UK-CKA has changed its syllabus structure. As always, **UK-CKA Learning is focused more on a Professional Knowledge Methodology rather than a pure academic scheme. This vision of theirs has led the pathway for Blended Learning with Open Book Examinations and the submission of Assignments and Viva Consultations. Most of the institutions are still adapting to the traditional three-hour classroom examination. The current climate and Professional concept do prefer consistent assessment. All Levels will comprise Three Modules. Every January, April, July, and October each year, candidates will be assessed and verified for the UK-CKA Professional Qualifications. The credit Units have been allocated as UK-CKA Levels 1, 2, 3, and 4 will give the recommended accumulated credits of 240, and Level 5 is to be 120.**

## K – Keep E – Enriching Y - Yourself

### THE UK-CKA MODULE GRADING

- Grade "A" 80% and above.
- Grade "B" 61 % and above.
- Grade "C" (Pass) 45 % and above.
- Grade "D" (Referred) 40 % and above.
- Grade "E" (Fail) Less than 39%

### INVIGILATION AND ASSESSMENT PERIOD

1) January - Third Week, 2) May - Third Week, 3) September - Third Week

### Method of Training & Subject Delivery:

Tutorial Room or Online Blended Learning, Research Method, Self-Learning Guidance, Workplace assessment, Case Studies, Education tour, and Tutorials

### Methods of Assessment: Total of 100 Points

No	Assessment Method	Points %
1	Assignments	20
2	Examinations	25
3	Case Studies	15
4	Oral Examinations	20
5	Project/Course Work	20



**KNOWLEDGE ABILITY**  
**IS WHAT YOU ARE CAPABLE OF DOING!**  
**MOTIVATION**  
**DETERMINE WHAT YOU DO!**  
**ATTITUDE**  
**DETERMINES HOW WELL YOU DO IT!**

*Lifelong Blended Hands-on Self-Learning Will Make You Fortune!*

### Module Grading Guide:

The total percentage earned will translate into letter grade as follows: 90 – 100% A grade, 80 – 89% B grade, 70 – 79% Credit pass, 50 – 69% Pass and 49% or below Fail



**UKCCL and LSMM Schemes**  
**Accreditation for Career Progress Development**  
**Affirmation for Prior Experience and Learning**  
**Lifelong Blended Educational Learning**

*Every Individual Consider "KNOWLEDGE"  
This is the Mission of UKCKA, UKCCL, OWKU!!!!  
PG Diploma Holder By APEL Scheme Can Earn OWKU Professional Master*



LSMM is a Globally Dedicated UKCKA and OWKU's Progressive Lifelong Blended Knowledge Learning International Learning Facilitator in accordance with UKCKA and UKCCL Awarding Policies and Schemes. The UKCCL's 5001:2005 Quality Standards



*Prof. Emeritus Ralph Thomas*  
*Wishes to Encourage, Every Busy Working Executive,*  
*To Become a Renowned Professional*  
*By Following the Footstep of Him*  
*In Achieving the Set Goal by Lifelong Learning*

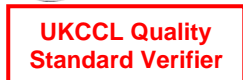
**BE CREATIVE TODAY,  
RATHER THAN WAITING  
FOR TOMORROW,  
AS IT IS NOT CERTAIN  
FOR ANY PERSON!**



**LSMM and UKCCL Forum Do Confirm the Person's Wisdom, Judgement, Prudency, Ability, Leadership, and Implementation on a "TEAM" Spirit.**  
**Together Earn Admirable Money (TEAM)**



# UKCCA FACULTY OF ICT BLENDED LIFELONG EDUCATIONAL LEARNING



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## UKCCA'S ICT LIFELONG BLENDED OCCUPATIONAL LEARNING MODULES!

Module Code: 001- PQMS Level 3  
Award Title: **Knowledge Diploma**

Faculty Title: **Faculty of Certified Information Systems Management**  
Module Title: **Business Organisation**

No	Topics	Percentage
1	Introduction to Managers and Management Assessment	20
2	Human Resource Output Staffing and Human Resource Initiative Managing Personal Status - Stress, Overwork, etc	20
3	Preliminary Studies Nature of Business and Functionality of Establishment Development Research	15
4	Advance Managing change Finance Planning Marketing Employment Relations International Study	15
5	Foundations of Planning, Statistics, and Designs of Organizations	15
6	Budgeting, Forecasting, and Market Surveyor	15
Total		100

Module Code: **002-PQMS Level 3**  
Award Title: **Knowledge Diploma**

Faculty Title: **Faculty of Certified Information Systems Management**  
Module Title: **Basic Accounting**

No	Topics	Percentage
1	Introduction to Accounting Basic Concepts Techniques Ethical / Political Matters	15
2	Fundamental conceptual Development Technique Establishment Relevance to GAAP (Generally Accepted Accounting Principles)	10
3	Transaction Analysis Accounting Equation Basic Analysis Assets Liabilities and Penalty Equity Revenue Expense Assessment	15
4	Bookkeeping Formal record Keeping Transaction Analysis Chart of Account(s) Generality Journal Posting Processes Journalizing Financial Statement Closing the Books Correctly	20
5	Income and Expenditure, Balance Sheet, and Assessment of the Accounting Equation.	20
6	Ratio Analysis: Financial Statement Analysis with Ratios, knowledge of varieties of Methods and calculation of Depreciation of Assets, Preparation of Management Accounts and Audit files	20
Total		100

Module Code: **003-PQMS Level 3**  
Award Title: **Knowledge Diploma**

Faculty Title: **Faculty of Certified Information Systems Management**  
Module Title: **Computer Literacy**

No	Topics	Percentage
1	Introduction Hardware, Basics Software, Basics Computer Component	20
2	Internet / Networks LAN Internet Servers Communicative Methods	15
3	Concept and knowledge of Advanced Information Systems	15
4	Studies and knowledge on Input and Output Operations of ICT	20
5	Knowledge of Programming Languages, Software Applications, and Installations of Computers.	20
6	The benefit of Computer Enterprising and Reporting Systems	10
Total		100

Module Code: **004-PQMS Level 3**  
Award Title: **Knowledge Diploma**

Faculty Title: **Faculty of Certified Information Systems Management**  
Module Title: **Business Communication**

No	Topics	Percentage
1	Introduction to Key Concepts of General and Business Dialogue	15
2	Team and Project Communicative and Assessment Reports Proposals Employment	15
3	Upper-Level Communications Communicating with Employees Communicating with Bosses Communicating with Other Companies Public Relations and Legal Necessities	20
4	Issues and Processes of Public Speeches, Stage Management, and Coordination	10
5	Explanation of Terminology and 'Buzzwords' Communication Basics Communicative Problems and Issues of Business Messages	20
6	Preparation of Memorandums, Writing Skills, Taking Minutes and General Correspondence	20
Total		100

Module Code: **001-PQMS Level 4**  
Award Title: **Knowledge Higher Diploma**

Faculty Title: **Faculty of Certified Information Systems Management**  
Module Title: **Systems Approach**

No	Topics	Percentage
1	Key concepts of System and Benefits	15
2	Knowledge of Progressive Systems and Dynamics Programme Structure	15
3	Analysts as a project leader Modelling the system requirements, Traditional structured approach for Designing Systems.	20
4	Knowledge of Structured Systems, Analysis of Computer Systems, and Analyst Positions of reporting methods.	15



# UKCKA FACULTY OF ICT BLENDED LIFELONG EDUCATIONAL LEARNING



**UKCCL Quality  
Standard Verifier**



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5	Interfaces Making the System Operational and Criteria of Decision Making with Terminology Planning and Analysis.	15
6	Input and Output of Communications and Network Operating Systems and Utility Programs Database	20
	Total	100

Module Code: **002-PQMS Level 4** Faculty Title: **Faculty of Certified Information Systems Management**  
Award Title: **Knowledge Higher Diploma** Module Title: **Business Mathematics**

No	Topics	Percentage
1	Basics Percentages, Decimals Fractions, Formula and Variation Process, and Accumulation Factorization	15
2	Retailing Markdown Based on Cost Markdown-based on Selling Extents of various Markdowns	15
3	Purchase and Sales Tax, Advantages and Disadvantages of Tax, Recording and Reporting Methodology.	15
4	Interest Formulas, Time Basis, Maturity Values, and Credit Compounding	20
5	Allowance Ordinary, Accumulated Value, and Nominal Interested Value Rate	10
6	The calculation, Costing, Pricing, Budgeting, Forecasting, and Assessment of Monetary Value	25
	Total	100

Module Code: **003-PQMS Level 4** Faculty Title: **Faculty of Certified Information Systems Management**  
Award Title: **Knowledge Higher Diploma** Module Title: **Legal Issues in Information Systems**

No	Topics	Percentage
1	Introduction Basic Data Production Law	15
2	Introduction to Sales and Goods with Product Guarantee Act	15
3	Accountability of Public Legal Safety and Professional Development Consultancy	15
4	Legal Knowledge of Employment, Partnership, Dealership, Joint Operation, and Retail Management	20
5	Professional Codes and Ethics Conduct and Practice Strengths and Weaknesses of noncompliance	15
6	The legal commitment of Professional Institutions, Roles, Characteristics, Maintaining Discipline and Reservation of Function	20
	Total	100

Module Code: **004-PQMS Level 4** Faculty Title: **Faculty of Certified Information Systems Management**  
Award Title: **Knowledge Higher Diploma** Module Title: **Computer Software Applications**

No	Topics	Percentage
1	Knowledge and benefits Varieties of Software and Applications	20
2	Knowledge of Office Programs, Word Processing, and Spreadsheets	15
3	Utility Programs Maintenance and Security and copy rights of Applications	15
4	User knowledge of Database Software and designing	20
5	General Media Usage, Browsing (Internet), and Networking Solutions	15
6	Knowledge and benefits of PowerPoint Presentations and designing	15
	Total	100

Module Code: **001-PQMS Level 5** Faculty Title: **Faculty of Certified Information Systems Management**  
Award Title: **Knowledge Executive Diploma** Module Title: **Administering Human Capital**

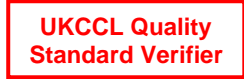
No	Topics	Percentage
1	Introduction to Measuring Economic Value of Manpower and legal conditions	15
2	Knowledge and application of Administration of Employee Management	10
3	Human Resource Detail Basic Concepts Techniques Ethical / Political Matters	15
4	Defining Employee Skill, Job Assessments, and Evaluation	20
5	Organisation Control Management and Human Resource Records	15
6	Planning and designing of Job Training, Workshops, Seminars, and Manpower Development Management	25
	Total	100

Module Code: **002-PQMS Level 5** Faculty Title: **Faculty of Certified Information Systems Management**  
Award Title: **Knowledge Executive Diploma** Module Title: **Business Computing**

No	Topics	Percentage
1	Introduction Hardware Basics Software Basics Component Studies Input and Output Operations	15
2	Office Programs Word Processing Spreadsheets Database Presentations Networking Solutions	15
3	Utility Programs Maintenance Security Applications General Media Usage Browsing (Internet)	15
4	Human Resource Output Staffing and Human Resource Initiative Managing Personal Status - Stress, Overwork, etc	15
5	Preliminary Studies Nature of Business Functionality and Establishment Development Research	15
6	Advance Managing change, Finance Planning & Marketing, Employment Relations, and International Study	25
	Total	100



# UKCKA FACULTY OF ICT BLENDED LIFELONG EDUCATIONAL LEARNING



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Module Code: **003-PQMS Level 5**

Faculty Title: **Faculty of Certified Information Systems Management**

Award Title: **Knowledge Executive Diploma**

Module Title: **Operational Research**

No	Topics	Percentage
1	Introduction to Conceptual Development and Necessity of Modern Management	20
2	Simple Programming Variables, Functions, and Constraints of Skills to Formulate Identification. Theory of Slack Variables and Obtaining Solutions for infeasibility	20
3	Formulation of Decision Variables, Building Objective functions, and constraints of Assumptions	15
4	Resolution Methods of Graphical and Simplex By Computer	15
5	Analysis Sensitivity Relationships between solutions and fails Management and Research of Effectiveness	15
6	Decision Task Force, Formality Simulation of Graphical Solution	15
Total		100

Module Code: **004-PQMS Level 5**

Faculty Title: **Faculty of Certified Information Systems Management**

Award Title: **Knowledge Executive Diploma**

Module Title: **Reporting and Presentation**

No	Topics	Percentage
1	Planning Layout Research Making Use Of Visual Aids	15
2	Practicalities and Practice of Presentations	15
3	Making Use Of Audio Aids and Making Use of Interactive Aids	15
4	Designing and layout of Reports/Memos and knowledge of training and implementations.	20
5	Study of methods of Enhancing Designs, Presentations, and Reports	20
6	Basic Psychology, Tutoring in Public Speaking	15
Total		100

Module Code: **001-PQMS Level 6**

Faculty Title: **Faculty of Certified Information Systems Management**

Award Title: **Knowledge Postgraduate Diploma**

Module Title: **Business Intelligence**

No	Topics	Percentage
1	Introduction to Understanding Business Intelligence concept	15
2	Study Tasks of Researching and knowledge of Private and Public Intelligence	15
3	Knowledge of Information gathering of Business Statistics and Specific Research of Strategies of Difference between Intelligence, Information, and Data.	20
4	Information asymmetry and competitive advantages of Organisation and Academic Intelligence differences	15
5	Developing an Intelligence model and conducting further analysis for business progress	15
6	The advantage, the benefit, and liabilities of Business Intelligence Processes	20
Total		100

Module Code: **002-PQMS Level 6**

Faculty Title: **Faculty of Certified Information Systems Management**

Award Title: **Knowledge Post Graduate Diploma** Module Title: **Computer System Auditing**

No	Topics	Percentage
1	Introduction Hardware, Basics Software, and Computer Component, Studies of Input and Output Operations	15
2	Security Issues Physical Security Access Control Encryption	15
3	User Administration, Monitoring Users, Selecting Administrators, Security implementations	20
4	Operating System Utilities, Incident analysis, problem-solving	15
5	Analysis and Implementation of Network Usage and File Monitoring	15
6	Creating statistical Report generation, Automatic calculation, and creation of database system	20
Total		100

Module Code: **003-PQMS Level 6**

Faculty Title: **Faculty of Certified Information Systems Management**

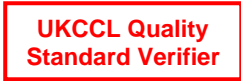
Award Title: **Knowledge Postgraduate Diploma**

Module Title: **Innovative Management**

No	Topics	Percentage
1	Knowledge of Management Techniques and Structure	15
2	Innovation Creativeness and implementation of Idea Management	15
3	Creative knowledge of Designing, Planning, Forecasting, and Projecting of Business Development	15
4	Cultivating Human Resource Input, Employee Survey Research, and motivating new employee technique management Functions.	20
5	Analysis Decision of Innovation Technique, Analysis of current Ideas, Analysis of Computerize Management, and Ideas of Final Structure and Assessment	15
6	Benefit and understanding of Group Discussion, Networking, Team Management, and consolidated work arrangements	20
Total		100



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Module Code: 004-PQMS Level 6  
Award Title: Knowledge Postgraduate Diploma

Faculty Title: Faculty of Certified Information Systems Management  
Module Title: Project Management

No	Topics	Percentage
1	Project Management concepts Characteristics Need of PM Compare and Contrast Positions Cyclic Development System and Structure analysis	15
2	Project Assessment Structures Group Organisation Team Members Position Relationship between Management and Team Leaders Relationship between Team Leaders and Workers Division Organizational Skills	20
3	Project Organizational Behavior Identification of Leadership styles Group Management Identify Impacts on Team effectiveness (Positive or Negative)	15
4	Applied Project Planning Statements of Work (SOW) Breakdown Structures (BSW) Networking Project Documentation and Literature	15
5	Project Performance and control of Evaluation and Analysis of Project Progress	15
6	Project Evaluation and Closure Procedure for Performance Evaluation Project Overall Communication Identification of Success/Failure Influencers Project Termination Techniques/Reasons	20
Total		100



## LSMM is the Renowned Lifelong Blended Career Enhancement International Learning Campus

The Founder of the London School of Media and Management (LSMM) is none other than Satish Visavadia who is a Professor of Education and an Entrepreneur with vast experience in teaching, management, and commercial business, both in the United Kingdom and overseas markets. After serving an engineering apprenticeship, Professor Satish qualified as a mechanical engineer and later qualified as a teacher within the community education sector. Professor Satish became a fellow member of the Chartered Management Institute (CMI), an associate fellow member of the Chartered Institute of Marketing (CIM), a fellow member of the Australian Institute of Management (AIM), an associate fellow member of the Australian Marketing Institute (AMI), member for the Institute for Learning (IOL), a fellow of the International Institute for the Chartered Education Practitioners (IICEP), a fellow of the Royal Institute of Chartered Administration and Technology (RICAMT) and a fellow of Chartered International Educational Practitioners UK (CIEPUK). Overall, Professor Satish is a successful academic and leader, trainer, lecturer, assessor, and senior executive, working extensively in the UK and Overseas markets, both within public and private sectors.



London School of Media and Management (LSMM) was incorporated under the UK Company House stipulation of Nature of Business London School of Media and Management Ltd Incorporated on 19 May 2000 with the Company Registration Number as the Private limited with Share Capital. Nature of business (SIC) 70229 Management consultancy activities other than financial management - Advertising, Business, and Management Consultancy, Photographic Activities. LSMM as the Professional Lifelong Learning Educator approved by UK Government Further Higher Online Blended Educational Facilitator. LSMM are fully dedicated to offering Lifelong Formal and Non-Formal Knowledge Learning Option for Matured Working Persons to enhance their respective Career Progress Development (CPD).



- Five Main Objectives of UKCCL's Founder**
- 1) Hands-on Professional Career Enhancement (HPCE)
  - 2) Importance of Lifelong Knowledge Learning Qualifications (ILKLO)
  - 3) International Enrichment of Non-Academic Knowledge Awards (IENAKA)
  - 4) Global Occupational Enterprising Consultancy (GOEC)
  - 5) Universal Knowledge Alumni Forum (UKAF)

LSMM AND UKCCL DO EMPHASIZE OF THEIR IMPLEMENTATION OF PROFESSIONAL QUALITY MANAGEMENT STANDARD SYSTEMS IS EQUIVALENT TO THE QUALITY MANAGEMENT STANDARD QMS-ISO-9001:2015

**THE BENEFITS WILL BE: - Why Wait, Contact the Authorised Representatives!**

**K - KEEP  
E - EDUCATING  
Y - YOURSELF**

**THE AWARING FEE IS STIPULATED IN UK STERLING POUNDS!**  
HSBC Bank Account:- 112311901  
HSBC Sort Code:- 40-07-37  
HSBC, 140, High Street, Barnet, Hertfordshire. EN5 5XW. UK

1. Acquiring the Blended Knowledge Occupational Qualifications Management Quality Standard Assessment and Verification Principles and Practice.
2. Enhancing the organization's image and quality along with the personal and professional image
3. Obtaining Professional Knowledge Ability Qualifications as the Career Progress Development (CPD)
4. That is Globally recognized and widely accepted as a Creditworthy appreciation.
5. Lifelong Blended Learning philosophy is in commitment to Professional Enhancement for Working Individuals and Business Enterprises.



The Founder of UKCCL's mission is to unify the working individual to an acceptable and accredited profession by way of:-  
To provide a Continuing Professional Development Scheme, to act as a forum on behalf of the Vocational Profession, to offer the opportunity with a wide range of Lifelong Blended Professional Qualifications, To contribute to humanity's well-being with Quality Management Standard Globally

The Founder of UKCCA, the Late Professor Dr. Das Gupta

