

## HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

### List of available e-Manager courses (Verifiable CPD Learning Activity)

Fees for e-Manager courses : HK\$145 per course  
HK\$420 for a bundle of 3 courses

The following courses are developed by a US-based company, SkillSoft Corporation, in collaboration with the Institute of Professional Education and Knowledge (PEAK), a government subvented organization, with the main purpose to enhance managerial effectiveness.

No.	Course Code	Course Title	CPD Hours
<b>BUSINESS STRATEGY and OPERATIONS</b>			
<b>Business Law</b>			
<i>Fundamentals of Business Law (based on American Laws)</i>			
1	LAW0103	Employment and Labor Law*	3.5
2	LAW0105	Intellectual Property and Proprietary Rights*	4
3	LAW0106	Lawsuits and Negotiations*	2.5
<b>Operations Curriculum</b>			
<i>Six Sigma Foundations</i>			
4	OPER0131	Six Sigma Introduction*	3.5
<i>Six Sigma Team Implementation</i>			
5	OPER0141	Six Sigma: Reducing Variation to Improve Quality*	4
6	OPER0142	Six Sigma: Listening to the Voice of the Customer*	5.5
7	OPER0143	Six Sigma DMAIC: Defining the Problem*	4
8	OPER0144	Six Sigma DMAIC: Measuring the Process*	5
9	OPER0145	Six Sigma DMAIC: Analyzing the Data*	5.5
10	OPER0146	Six Sigma DMAIC: Analyzing the Process*	3
11	OPER0147	Six Sigma DMAIC: Improving the Process*	4.5
12	OPER0148	Six Sigma DMAIC: Controlling the Improved Process*	4
<i>ISO 9000:2000 Overview</i>			
13	OPER0406	Continual Quality Improvement*	4
14	OPER0407	Steps for Successful ISO Registration*	3
<b>Supply Chain Management</b>			
15	OPER0502	Supply Chain Management Strategies*	5.5
16	OPER0503	Supply Chain Planning and Inventory Management*	5
17	OPER0504	Supply Chain Management and e-Business*	4
18	OPER0505	Supply Chain Transportation and Facility Design*	4.5

No.	Course Code	Course Title	CPD Hours
<b>Strategic Planning Curriculum</b>			
<i>The Fundamentals of Globalization</i>			
19	STGY0352	Globalization and Your Company	4
<b>Marketing Curriculum</b>			
<i>Strategic Marketing in Action</i>			
20	MKT0208	Financial Analysis for Successful Marketing*	4.5
<i>Strategic Brand Management</i>			
21	MKT0215	Evaluating Brand Effectiveness	6
22	MKT0216	Managing and Maintaining Brand Equity*	4.5
<i>Online Branding Strategy</i>			
23	MKT0223	Strategies for Building an Online Brand	7
<b>FINANCE, HUMAN RESOURCES and ADMINISTRATION</b>			
<b>Finance &amp; Accounting Curriculum</b>			
<i>Practical Budgeting Skills for Business</i>			
24	FIN0161	Creating and Analyzing an Operating Budget*	3.5
25	FIN0162	The Ins and Outs of Capital Budgeting*	3.5
26	FIN0163	Effective Budget Management*	3
<i>Advanced Business Finance</i>			
27	FIN0212	Investment Project Analysis and Selection*	2
28	FIN0213	Raising Capital and Financing Decisions*	3
29	FIN0214	Managing Working Capital*	4
30	FIN0215	Corporate Restructuring*	2.5
31	FIN0216	Financial Risk Management*	1.5
32	FIN0217	International Finance*	2
<i>Accounting 102</i>			
33	FIN0224	Master Budgets*	4
<i>Managerial Accounting</i>			
34	FIN0242	Managerial Decisions and Capital Budgeting*	5
<i>Using Financial Statements (co-Developed with Wharton)</i>			
35	FIN0255	Analyzing Cash Flow*	4.5
36	FIN0258	Analyzing an Annual Report*	4.5
<b>Knowledge Management</b>			
<i>The 21st Century Learning Curve</i>			
37	KNOW0111	Knowledge as Strategy: Performance Improvement*	3
<b>Human Resources Curriculum</b>			
<i>Recruiting &amp; Retention Strategies for the Tight Labor Market</i>			
38	HR0222	Recruiting for the 21st Century: Strategies*	4
39	HR0226	Retention*	3

No.	Course Code	Course Title	CPD Hours
<b>MANAGEMENT and LEADERSHIP</b>			
<b>Management Curriculum</b>			
<i>Essential Skills for Tomorrow's Managers</i>			
40	MGMT0111	Competencies for Tomorrow's Managers*	5.5
<i>Moving from Technical Professional to Management</i>			
41	MGMT0124	Leadership Development for Technical Professionals*	3
<i>The Successful Facilitator</i>			
42	MGMT0273	Facilitating Work Groups and Meetings*	5
<i>Coach with Confidence</i>			
43	MGMT0281	Coaching for Business	4
<i>Managing Technical Professionals</i>			
44	MGMT0292	Attracting, Motivating, and Retaining Technical Professionals*	3.5
<i>Managing Contractors and Temporary Employees</i>			
45	MGMT0701	Doing Business with Independent Contractors*	4.5
<b>Leadership Curriculum</b>			
<i>Going from Management to Leadership</i>			
46	LEAD0141	The Mark of a Leader*	4.5
<i>Business Execution</i>			
47	LEAD0151	Foundations for Business Execution	7
48	LEAD0152	Creating a Business Execution Culture	8

No.	Course Code	Course Title	CPD Hours
<b>PROFESSIONAL EFFECTIVENESS</b>			
<b>Communication Curriculum</b>			
<i>Interpersonal Communication Skills for Business</i>			
49	COMM0002	The Mechanics of Effective Communication*	5
50	COMM0003	Communication Skills for the Workplace	4.5
51	COMM0005	Communication Skills for Leadership	5.5
<i>Business Writing Essentials</i>			
52	COMM0011	Writing with Intention	4
53	COMM0012	Avoiding Errors in Usage and Punctuation	4.5
54	COMM0013	Avoiding Grammatical Errors in Business Writing	4.5
55	COMM0017	The Writing Process	5
<i>International Communications</i>			
56	COMM0022	The Art of Global Communication*	3.5
<i>Business Etiquette and Professionalism</i>			
57	COMM0181	Everyday Business Etiquette	3
<i>Delivering Successful Presentations</i>			
58	COMM0301	Presenting to Succeed	4.5
<i>Dealing with Conflict in the Workplace</i>			
59	COMM0342	Handling Conflict with Others	6
60	COMM0343	Managing Conflict in the Organization	6
<i>Effective Use of Feedback for Business</i>			
61	COMM0522	Coping with Criticism and Feedback*	5
<i>Anger Management in The Workplace</i>			
62	COMM0702	Managing Your Anger*	5.5
<b>Personal Development Curriculum</b>			
<i>Creativity and Innovation in the Workplace</i>			
63	PD0032	Generating Creative and Innovative Ideas	3.5
64	PD0033	Evaluating Creative and Innovative Ideas*	3.5
65	PD0034	Implementing Creative and Innovative Ideas*	5
<i>Working More Effectively - Taking Control of Your Time*</i>			
66	PD0152	Techniques for Better Time Management	5
67	PD0153	Developing Good Time Management Habits*	4.5
<i>Ethics in Business</i>			
68	PD0171	Ethical Decision Making*	3.5
69	PD0172	Managerial Business Ethics	2.5
70	PD0173	Organizational Ethics*	3.5
71	PD0174	Corporate Social Responsibility*	3
<i>Working without a Net - The Business of Risk</i>			
72	PD0242	Approaches to Risk Management*	2
73	PD0243	Decisions and Risk*	2
74	PD0244	Strategic Planning and Risk Management	2.5
75	PD0245	Risk Strategies: The Cutting Edge*	2.5

No.	Course Code	Course Title	CPD Hours
<b><u>PROJECT EFFECTIVENESS</u></b>			
<b>Project Management Curriculum</b>			
<b><i>Project Integration Management (PMBOK® Guide - Third Edition-aligned)</i></b>			
76	PROJ0521	Initiating a Project and Preparing the Project Plan*	2.5
<b><i>Strategic Project Management for IT Projects</i></b>			
77	PROJ0362	Strategic Approaches to Managing IT Projects*	5
<b><u>SALES and CUSTOMER FACING SKILLS</u></b>			
<b>Customer Service Curriculum</b>			
<b><i>How to Excel at Customer Service</i></b>			
78	CUST0104	Advancing Your Service Expertise*	4.5
<b>Consulting Skills</b>			
<b><i>Consulting with the External Client</i></b>			
79	CONS0111	Essentials of External Consulting	5
80	CONS0113	Diagnosing and Planning*	4
81	CONS0115	Evaluation and Review*	4
<b><i>Consulting with the Internal Client</i></b>			
82	CONS0123	Establishing a Relationship with Internal Clients*	4
<b><i>Internal Consulting for the Technical Professional</i></b>			
83	CONS0133	Using Data as a Technical Professional Consultant*	4

\* Course introduced in November 2008