



NIGERIAN COLLEGE OF ADMINISTRATION

— The Professional Training School of —

CHARTERED INSTITUTE OF ADMINISTRATION

(Chartered by Act No. 103 of 1992 - Now Cap C7 LFN 2004)

Member, Association of Professional Bodies of Nigeria (APBN)



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ACIA PROFESSIONAL QUALIFICATIONS Graduates Accelerated Membership Qualifying Course

Programme Brochure

INTRODUCTION

The Graduates Programme of ACIA Professional Qualifying Examination Course is available on PartTime(Weekends) and Distance Learning at Nigerian College of Administration, Lagos as well as at Approved Teaching Centres (ATC's) throughout the Federation; commencing in January and July each year, or on such dates as advertised by the College. The programme leads to the following awards of Chartered Institute of Administration:

- a) Chartered Administrators Examination Certificate in Professional Administration specialisms;
- b) Associate Professional Membership (ACIA)
- c) Chartered Administrators Public Practising License for Entrepreneurs in Public Professional Consultancy Practice



[Click here for List of Approved Teaching Centres](#)

CORPORATE PROFILES

1.0 Chartered Institute of Administration

Chartered Institute of Administration is a professional and examining body chartered by Federal Government Act No. 103 of 1992 (now Act of National Assembly Cap C7 Laws of Federation of Nigeria 2004). The Act empowers the Institute to regulate the training in, and practice of, Administration within a professional framework throughout Nigeria.

The Institute's qualifications are accredited and graded by Federal Ministry of Education for employment in all sectors of the economy.

The Institute is governed by a Council of members, including a representative of the Honourable Minister of Education.

2.0 Nigerian College of Administration

Nigerian College of Administration is statutorily recognized as the official professional education and training school of Chartered Institute of Administration, offering registered students approved courses of study to qualify as Chartered Administrators. The recognition is contained in the Chartered Institute of Administration Regulations published in the Federal Republic of Nigeria Official Gazette No. 28 Vol. 84 of 25th April, 1997.

ADVANTAGES OF ACIA PROFESSIONAL QUALIFICATION

Versatility of ACIA

Efficiency in Administration is the cornerstone of every successful career and enterprise. No qualification is complete without administrative proficiency as Administration cuts through all professions. Every professional requires mandatory professional administrative competence to achieve optimum successful professional practice.

Multi-Skill Professionalism of ACIA

Experts today forecast that only multi-skill professionals will be relevant to the needs of new management styles in the new millennium. This has been the standing policy of the Institute in crafting its ACIA qualifying scheme right from its inception.

The multi-disciplinary skills enable Chartered Administrators to be versatile, able to function perfectly in varying administrative positions of accounting, management, marketing, human resource, procurement and supply in all sectors of the economy; with almost unlimited employment opportunities in the administration of an enterprise.

Career Progression

The pragmatic and rigorous curricular of the ACIA, structured to meet the challenges of Professional Administration in the new millennium, equips Chartered Administrators with rare skills to achieve job performance efficiency, and earn rapid career progression and advancement.

Entrepreneurship

Above all, the ACIA Professional Qualification guarantees self-employment as Chartered Administrators in Public Professional Practice, engaged in providing highly rewarding Management Consultancy Services to clients.

COURSE STRUCTURE

The course structure comprises the following:

1. Four Levels of professional examinations, with 6 subjects each, namely:
 - 1.1 Fundamentals of Administration (FA)
 - 1.2 Professional Qualifying Examination 1 (PQE 1)
 - 1.3 Professional Qualifying Examination 2 (PQE 2)
 - 1.4 Professional Practice Examination (PPE)
2. Three streams of professional administration specialisms, for students to choose which stream to follow namely:
 - 2.1 Corporate Administration
 - 2.2 Financial Administration
 - 2.3 Public Administration

SUBJECTS OF STUDY

1. The subjects of study for **Fundamentals of Administration (FA) Level** which must be studied by all candidates of all streams, less any exemptions granted are:
 - 1.1 Business Communication

- 1.2 Business and Corporate Law
- 1.3 Business Organisation
- 1.4 Cost Accounting
- 1.5 Economics
- 1.6 Fundamentals of Financial Accounting

2. The subjects of study for each of the **Professional Qualifying Examination 1 and 2**, and the **Professional Practice Examination**, are listed on the **Table of Distribution of Courses** attached to the programme Brochure.



[Click here download](#)

Candidates will study only the subjects listed in their chosen professional administration stream, less any exemptions awarded.

Detailed syllabus will be issued free to all registered students.

ENTRY QUALIFICATION

Intending Candidates are required to have a minimum of a Bachelor's Degree, or HND, in any discipline, obtained from institutions recognised by National Universities Commission and National board for Technical Education, respectively; or any other qualifications approved by the Governing Council.

EXEMPTIONS

- 1) Candidates with qualifications in business-related disciplines can be considered for maximum exemptions from the whole of FA, PQE1, and PQE2 Levels as appropriate in their respective streams of specialisation.
- 2) Candidates with qualifications in non-business disciplines can be awarded partial exemptions on subject for subject basis from courses of FA, PQE1, and PQE2, if their qualifications indicate sufficient coverage of the Institute's Syllabus.
- 3) No exemptions are granted from the courses of PPE.
- 4) Candidates granted exemptions are advised to read up the exempted courses, as examiners assume that candidates have knowledge of the courses in setting examination questions in subjects that may have links with the exempted courses.

DISTANCE LEARNING

Distance learning is offered exclusively by Nigerian College of Administration. Candidates on distance learning will read our simplified Study Packs in the Comfort of their homes, in consultation with their assigned personal tutors and supervisors. Distance Learning Students outside Lagos State will write their professional examination in June and December at outside examination centres nearest to them.

STUDY PERIOD

Duration is a minimum of 16 weekends of classroom lectures for each level of the programme, followed with the Professional Examination and a short break.

HOW TO APPLY

Application form is obtainable at our offices, as well as at our Approved Study Centres or download it on our Website; to be completed and returned with bank deposit/ transfer slip for non-refundable application fee of ₦15,000; paid direct into the bank account of Nigerian College of Administration with First Bank (A/c No. 2018190845) or Zenith Bank (A/c No. 1010223085).

COURSE FEES

The following fees will be paid by candidates studying ACIA Professional Qualifying Course with **Nigerian College of Administration, Lagos**.

1. Application/Student Registration Form ----- ₦15,000
2. Tuition Fee for each Level of the Programme payable before joining classes:
 - 2.1 Part Time Study ----- ₦60,000
 - 2.2 Distance Learning ----- ₦70,000
3. Examination/Exemption Fee per Subject payable before examination registration ----- ₦5,000
4. Project Research Supervision Fee payable before approval of project topic ----- ₦15,000
5. Mandatory Terminal Workshop payable on completion of course ----- ₦20,000
6. Professional Membership Induction fee to be determined by Governing Council of Chartered Institute of Administration on completion of course.

Candidates studying with Approved teaching Centres will pay the same fees listed above except tuition fee which is charged by individual teaching centres.

Method of Payment

Candidates should pay all fees in cash by direct deposit or transfer into the bank account of Nigerian College of Administration with First Bank (A/c No. 2018190845) or Zenith Bank (A/c No. 1010223085); and thereafter submit the bank deposit/transfer slip to the College for processing.

STUDENT REGISTRATION

Candidates are required to process their CIA Professional Student Registration before they are eligible to write the Professional Examination. For this purpose they are required to pay CIA Registration Fee of ₦21,000 comprising: application Fee of ₦5,000, 3 years Annual subscription of ₦6,000, Student ID Card of ₦5,000 and Student Handbook of ₦5,000

Method of Payment

Please pay CIA Registration Fee by direct cash deposit/transfer into the bank account of Chartered Institute of Administration with First Bank (A/c No. 2022997719) or Zenith Bank (A/c No. 1010155991).

CLOSING DATE

Candidates are required to process their admissions including payment of tuition fees at least two weeks before the commencing date of the programme.

TABLE OF DISTRIBUTION OF COURSES

LEVELS	CORPORATE ADMINISTRATION STREAM	FINANCIAL ADMINISTRATION STREAM	PUBLIC ADMINISTRATION STREAM
PROFESSIONAL QUALIFYING EXAMINATION 1 (PQE 1)	Enterprise Management Financial Accounting Management Accounting Distribution and Logistics Marketing Operations Procurement & Supply Operations	Enterprise Management Financial Accounting Management Accounting Business Finance Principles of Auditing Principle of Banking	Community & Rural Development Constitutional and Administrative Law Principles of Co-operatives Nigerian Government and Politics Social and Economic Development Theories of Administration and Management
PROFESSIONAL QUALIFYING EXAMINATION 2 (PQE 2)	Human Resource Management Marketing Communications Performance Management Production & Inventory Taxation Research Methods	Financial Reporting Pensions Management Performance Management Taxation Research Methods Public Sector Accounting & Finance	Development Administration Local Government Administration & Finance Nigerian Government and Administration Nigerian Public Service Research Methods Public Sector Accounting and Finance
PROFESSIONAL PRACTICE EXAMINATION (PPE)	Corporate Control, Ethics & Governance Strategy Corporate Strategic Administration Strategic Financial Administration Strategic Marketing Administration Strategic Procurement and Supply Chain Administration Strategic Performance Administration	Corporate Control, Ethics & Governance Strategy Corporate Strategic Administration Strategic Financial Administration Strategic Corporate Reporting Corporate Taxation Strategic Performance Administration	Corporate Control, Ethics & Governance Strategy Corporate Strategic Administration Public Enterprises Management Comparative Public Administration International Relations and Foreign Policy Public Policy Making and Analysis