



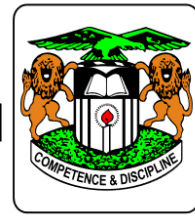
NIGERIAN COLLEGE OF ADMINISTRATION

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)



College Campus: Km 24, Lagos/Badagry Expressway, By Cele-NICA Bus-Stop, New Mebamu, P.M.B 2004, Ijanikin-Oto, Lagos State. **Telephone:** 09069376212, 08171354488 | **Website:** www.nica-ng.org | **E-mail:** info@nica-ng.org

Institute Secretariat: CIA House 78, Old Ojo Road, Kuje-Amuwo, Off Badagry Expressway, P.M.B 3063, Surulere, Lagos. **Telephone:** 08164882510, 08076983067, 09038411001 | **Website:** www.cia.org.ng | **Email:** info@cia.org.ng

CORPORATE PROFILE

Chartered Institute of Administration

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

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

ACIA Professional Qualification is accredited by Federal Ministry of Education for employment in all sectors of the economy.

Nigerian College of Administration

Nigerian College of Administration is statutory recognised as the official professional education and training school of Chartered Institute of Administration, offering registered students to qualify as Chartered Administrators and Associate professional membership (ACIA).

ACIA PROFESSIONAL QUALIFYING COURSES

Types of Courses Offered

Two courses are offered, comprising the following;

1. **ACIA + B.Sc Degree Linkage**
2. **Graduates Qualifying Course**

Method of Study and Course Calendar

The courses are offered on Part Time (Weekends) and on Distance Learning; commencing in January and July each year; or on such other dates as announced by Nigerian College of Administration.

Professional Awards

Chartered Institute of Administration

Candidates who successfully complete the ACIA Professional Qualifying Course will receive the following awards:

- a) Chartered Administrators Examination Diploma in Professional Administration.
- b) Associate Professional Membership (ACIA)
- c) Chartered Administrators Public Practising Licence, for engaging in self-employment in Entrepreneurship and Management Consultancy in Professional Administration specialisms. This requires additional training in specialised areas of professional Administration.

ACIA Course Structure

ACIA is a multi-disciplinary professional qualification. Its course structure comprises four Professional Examination Levels, namely:

1. Fundamentals of Administration (FA)
2. Professional Qualifying Examination 1 (PQE 1)
3. Professional Qualifying Examination 2 (PQE 2)
4. Professional Practice Examination (PPE)

Each Examination Level has three streams (faculties) of Professional Administration specialisms from which candidates will choose one faculty of study, namely:

- a) Corporate Administration
- b) Financial Administration
- c) Public Administration

Subjects of Study

The subjects of study for **Fundamentals of Administration (FA) Level** are the same for all faculties of study. The subjects are:

1. Business Communication
2. Business and Corporate Law
3. Business Organisation
4. Cost Accounting
5. Economics
6. Fundamentals of Financial Accounting

The subjects of study for the other Professional Examination Levels, namely: **PQE 1, PQE 2, and PPE** are contained in **the Table of Distribution of Courses** printed herein.

Detailed Syllabus

The detailed syllabus for each ACIA Subject of Study is contained in the ACIA Examination Regulations and Detailed Syllabus, which is issued free to each registered student.

Exemptions

Candidates whose entry qualifications indicate sufficient coverage of ACIA Syllabus will be awarded exemptions on subject for subject basis.

Distance Learning

Candidates on distance learning will receive our study materials which they will read privately in the comfort of their homes, in consultation with their assigned personal tutors.

The Professional Examination

The ACIA Professional Qualifying Examinations will be held in June and December each year; or on such other dates as announced by Nigerian College of Administration.

ACIA + B.Sc DEGREE LINKAGE PROGRAMME

Mandatory Requirement

Candidates on this programme are required to first successfully complete the ACIA Professional Course. This will qualify them to undertake only two years of additional undergraduate study, in order to complete the educational requirement to earn a B.Sc Degree in Business Administration disciplines of our Nigerian University.

The ACIA Professional Qualification cuts down, by as much as 50%, the cost and duration of a B.Sc Degree Course.

Entry Qualification

Candidates should have one of the following qualifications.

- a) WASSC or equivalents with 5 Credit Passes including English Language and Mathematics obtained at two sittings. Candidates who do not have complete Credit Passes can be accepted on the condition that they will complete the required Credit Passes within one year of commencing the programme.
- b) Any higher qualifications, e.g Diplomas or Certificates.

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Study Period

Duration for ACIA Course is a minimum of two years for non-graduates, where no exemptions are awarded.

Admission Procedure

Nigerian College of Administration will process admission for all candidates who have satisfied all requirements; as well as ensure that they successfully complete the programme, provided they attend classes regularly, carry out all academic assignments, and pay all fees as and when due.

GRADUATES PROFESSIONAL QUALIFYING COURSE

Entry Qualification

Intending Candidates are required to have a minimum of a Bachelor's Degree, or Higher National Diploma in any discipline, awarded by Institutions recognised by National Universities Commission and National Board for Technical Education, respectively.

Study Period

Duration is a minimum of One year if no exemptions are awarded.

COURSE FEES

1.0 Nigerian College of Administration

Students are required to pay the following fees for ACIA Professional Qualifying Course, plus any additional fees charged from time to time to reflect prevailing circumstances.

- | | | |
|-----|---|---------|
| 1.1 | Application/Student Registration Form ----- | ₦10,000 |
| 1.2 | Tuition Fee for each Level of the Programme payable before joining classes: | |
| | a) Part Time Study ----- | ₦50,000 |
| | b) Distance Learning ----- | ₦60,000 |
| 1.3 | Examination/Exemption Fee Per Subject payable before examination registration ----- | ₦5,000 |
| 1.4 | Project Research Supervision fee payable before approval of project topic ----- | ₦15,000 |
| 1.5 | Mandatory Professional Administration Workshop payable on completion of course ----- | ₦20,000 |
| 1.6 | Professional Membership Induction fee to be determined by Governing Council of Chartered Institute of Administration on completion of course. | |

All College fees shall be paid by direct cash deposit/transfer into the bank account of Nigerian College of Administration with First Bank (A/c No. 2018190845) or Zenith Bank (A/c No. 1010223085). The bank deposit/transfer slip should be submitted to the administrative office of the College for processing.

2.0 B.Sc Course Fees

Students will pay direct to the University the following fees, and any additional fees charged by the University from time to time.

2.1 University Fees

- | | | |
|----|---|---------|
| a) | Admission Form ----- | ₦17,100 |
| b) | Acceptance Fee ----- | ₦32,600 |
| c) | Tuition ₦178,000 per session payable instalmentally | |

The above University fees should be paid on-line direct to the University.

2.2 Study Centre Fees

- Examination ₦10,000 for each examination diet, payable to the office of Director of Part Time Study Centre.
- Tuition ₦10,000 for each session payable to the office of the Director of Part Time Study Centre.
- Administrative fee ₦10,000 per session payable direct into the bank account of Nigerian College of Administration with First Bank (A/c No. 2018190845) or Zenith Bank (A/c No. 1010223085).

METHOD OF APPLICATION

For admission into Nigerian College of Administration for the ACIA Professional Course, application form is obtainable at our offices and at Approved Study Centres or download it on our Website; to be completed and returned with bank deposit or transfer slip for non-refundable application fee of ₦10,000 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).

CLOSING DATE

For admission into Nigerian College of Administration for the ACIA Professional Course, candidates are required to process their admissions including payment of tuition fees at least one week before 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 |