



NIGERIAN COLLEGE OF ADMINISTRATION

— The Professional Education and Training Affiliate of —

CHARTERED INSTITUTE OF ADMINISTRATION

(Professional and Examining Body Chartered by Federal Government Act No. 103 of 1992)



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Affix your
passport
photograph

DIPLOMA IN BUSINESS STUDIES — Examination Entry Form —

Month/Year of Examination	Examination Centre	Student Reg. No

PERSONAL PARTICULARS

Name (Surname First) _____

Male/Female _____

Date of Birth _____

Marital Status _____

Postal/Contact Address _____

E-mail _____

Telephone Number(s) _____

Method of Study _____

(Full Time, Part Time, Distance Learning, Independent Candidate)

Name of Study Centre _____

(If applicable)

Date Course Commenced _____

EXAMINATION SUBJECTS

Notes:

- 1) You must register in all subjects of each Level you are attempting, except subjects previously passed or exempted.
- 2) You are not allowed to attempt the subjects of any Level of the examination unless you have passed all the subjects of the preceding Levels or exempted therefrom.
- 3) Mark "X" in the box against the subject you are offering; "PP" for Previously Passed courses; "E" for exempted courses; "NA" for courses not applicable.

STAGE 1	
Business Quantitative Techniques	
Business Enterprises	
Principles of Economics	
Communication in English	
Principles of Financial Accounting	
Principles of Business Law	

STAGE 2	
Office Management	
Cost Accounting	
Information Technology	
Financial Accounting	
Research Methods	
Communication in Business	

STAGE 3	
Principles of Purchasing & Supply	
Principles of Marketing	
Entrepreneurial Development	
Principles of Human Capital Management	
Principles of Management	
Principles of Public Administration	

Total Number of Subjects Entered _____ **Total amount of fee paid ₦** _____

DECLARATION

I declare that the information given in this Form is correct. I undertake to observe and abide by the rules and regulations of the College. I accept that fees once paid are not refundable under any circumstances.

I enclose a copy of official receipt evidencing payment of my examinations fee.

Signature of Candidate

Date