About Cambridge International College Study & Training

(i) What CIC’s Study & Training Fees include;  (ii) Sitting CIC Examinations

(i) CIC Courses, Programs and Higher Programmes; (iii) Progression and Advice

International Certificate Courses:

- Effective Management of People
- Proficient Business Bookkeeping
- Secondary English (English for Examinations)

International ‘Premier’ Career Development Diploma Programs:

- Accounting & Finance in Business & Management
- Administrative/PA/Secretarial Duties
- Advertising & Public Relations
- Business Bookkeeping & Accounts
- Business Economics & Commerce
- Business English & Letter Writing
- Business Management & Administration
- Business Start-Up & Development
- Computers & IT in Business & Management
- Communication in Business & Management
- Hotel Operations & Management
- Human Resource/Personnel Management
- Insurance Principles & Practice
- Modern Management & Administration
- Office Management & Administration
- Professional English (Everyday & Business Use)
- Purchasing & Resourcing Management
- Sales Management & Marketing
- Stores Management & Stock (Inventory) Control
- Tourism & Travel Agency Management
- Management & Administration Theory & Practice: Advanced

International ‘Career Progress’ Diploma Programs:

- Cost Accounting
- Employee Development
- Financial Management
- Global Marketing Management
- International Business & Trade
- Leadership & Team Management
- Logistics, Supply Chain & Transport Management
- Organisational Behaviour
- Project Management

Specimen CIC International Diploma

Specimen CIC Honours Group Diploma

International Honours Group Diplomas & Advanced Diploma Programmes:

- Administrative Management
- Business Administration
- Executive Assistance
- Human Resource Administration
- Marketing Administration

BA Baccalaureate Programmes:

- Business Administration (BBA)
- English & Administration (BA Eng)
- Human Resource Administration (BHA)
- Materials & Logistics Administration (BLA)

‘Mastery of Management’ Diploma Programs:

- Business Finance & Investment
- Financial Strategy & Decisions
- Management & Leadership
- Managerial Economics
- Money, Banking & Financial Systems

Specimen CIC Baccalaureate - BA - Award

How to Enrol for Study & Training

CIC’s Accreditation and Approval
CIC Principal, Dr Stephen M Lawson, MA Ed, Ph D (pictured):
“During my 50-year career, I have trained over 3 million people
in some 200 countries worldwide. Their enormous success has
been due to the fast, efficient and personal service CIC offers,
coupled with professional, practical and effective Education and
Training. That has brought them new employment, respect and
security, promotion, better pay and higher standards of living - in
their own or ‘new’ countries. Following are excellent reasons why
YOU can SUCCEED with CIC.”

◆ YOU WILL BE A ‘MEMBER’ OF CIC; not simply a “student”
or “trainee”. You will receive personal and individual attention.
Most CIC Members are mature men and women with definite
goals to fulfil. CIC understands and respects your goals. You
can rely on CIC to help you to success and achieve YOUR
ambitions!

◆ YOU WILL STUDY IN YOUR OWN AREA. CIC Study & Training is provided to Members
in their own countries; you will not need to travel to CIC’s premises for Study & Training.
You can study wherever you are, whatever YOUR experience or previous education.

◆ YOU CAN ENROL AND START your CIC Study and Training on ANY day or date of
the year; there are no set semesters or terms or registration dates. You can enrol or
register as soon as you are ready and able. To speed up the commencement of your
Study & Training, the initial Study Module can be sent to you by email attachment.

◆ YOU WILL STUDY AT YOUR OWN PACE AND CONVENIENCE; from home, at work
or at leisure. You will NOT be delayed by slower learners or lecturers, or by fixed school
terms, semesters or holidays. You will study at the pace which best suits YOUR
circumstances, and which will ensure YOUR success!

◆ YOUR TRAINING PERIOD WILL BE FLEXIBLE - to suit YOU. You will have up to
12 months in which to complete a Certificate Course or Diploma Program (and longer
if you enrol for more than one at a time.) You will have up to two years for an Honours
or BA Programme. BUT the time taken to complete is flexible. Some Members take
as little as half that time to complete Study & Training, whilst others take longer. With
CIC, YOUR circumstances and needs come first!

◆ YOU WILL RECEIVE FULL STUDY GUIDANCE to ensure your easy, rapid and
enjoyable learning. You will be able to test and monitor your OWN progress with expertly
planned questions, exercises and recommended answers. Additional expert CIC
Tutorial Support will also be available to you if needed.

◆ YOU CAN RAPIDLY MASTER CIC STUDY & TRAINING MANUALS/PUBLICATIONS
even if your main or national language is not English. All Study Materials are written and
produced by highly skilled and expert Writers, Tutors and Lecturers, supervised by CIC’s
highly experienced Executives, to ensure YOUR rapid progress.

◆ YOUR EMPLOYMENT. CIC Training is perfect if you are already employed. You do
NOT need to give up work or take unpaid “study leave”, and you can actually put into
practice at your workplace the knowledge you gain as you study. And if you are not
in employment, CIC Study & Training is YOUR rapid route to good jobs!
WHAT IS INCLUDED IN THE MODEST CIC FEE

Each accredited CIC Career Training Course and Career Development Program includes:-

✓ A detailed, professional ‘Study & Training Guide’ with full Instructions on answering Self-Assessment Tests, and Examination Questions and Exercises.

✓ Well-illustrated professionally produced, comprehensive International Study and Training Publications.

✓ Optional Self-Assessment Tests to check progress.

✓ A Stationery Booklet for notes and answers to Self-Assessment Tests.

✓ Recommended Answers to all Self-Assessment Tests, with Progress Chart.

✓ Progress Tests, with CIC’s optional Tutorial Support Service (for a small extra fee).

✓ A Final Examination sat under ‘Invigilation’ in your own area - see below.

✓ The award of the CIC Certificate or Diploma on the successful completion of the Course or Program and on passing the Final Examination.

✓ CIC’s Member Services website with privileged access to Newsletters, Results, despatch details, transcripts, and more: www.cambridgeinternationalcollege.co.uk

Fees may be paid in British Pounds (£), US Dollars (US$) or Euros - see page 47 for details.

SITTING YOUR EXAMINATION UNDER ‘APPROVED INVIGILATION’

“Approved Invigilation” means that you will sit your CIC Examination under ‘true examination conditions’ supervised by an Invigilator (or Monitor/Proctor) approved by the College in your local area (wherever you are resident when you are ready to sit the Examination.) You will NOT have to come to CIC’s premises in Britain to sit the Examination, nor will you need to travel far from where you live. You will be allowed to sit the Examination on ANY day and date to suit YOUR convenience and that of your Invigilator. Arrangements for Examinations can only be made:

(1) once you are an enrolled/registered Member of the College; and
(2) when you have made sufficient progress in your Study and Training.

CIC has special arrangements with organizations worldwide, such as National Examinations Boards, Government Ministries and Education Departments, The British Council, WAEC, and Approved Centres and Invigilators, so CIC Members can sit their Examinations under approved Invigilation. The College will advise you fully about Invigilation as soon as you are an enrolled Member.

RECOGNITION - YOUR CIC Certificate or Diploma will show that you have undertaken high-quality, professional, accredited career Training and Study to gain competence in professional work activities in YOUR business, management or associated career. In most cases you can also apply for certification of your CIC studies and Certificate or Diploma by ASET, an official British Awarding Body recognised by the British Government Qualifications & Curriculum Authority (QCA).
CAREER FOUNDATION COURSES for International Certificates

- CIC’s Certificate Courses are written especially for “beginners” or those with only a little practical and/or theoretical knowledge. The expert design of the Courses, written in clear and easy to understand English, ensures rapid progress by Members both in learning, and in their chosen careers. The Courses enable Members to secure suitable posts and to perform their work proficiently within a very short time. Just as importantly, what they learn also provides a solid foundation for further studies to International Diploma level, and to more senior posts, promotion and career development.

CAREER DEVELOPMENT PROGRAMS for International ‘Premier’ Diplomas

- CIC conducts Diploma Programs on a wide range of accounting, sales, business, management and administration fields, as well as “support” subjects like Business English, Communication, and Computers, which are often essential for Members’ progress and success in their chosen careers. CIC’s ‘Premier’ Diploma Programs are designed and written especially for career enhancement and development. They cover the principles and then deal comprehensively with the important topics, with emphasis always on the practical application of what is taught. The accredited Diploma Programs have proved outstandingly successful in achieving those objectives and satisfying the goals and ambitions of the hundreds of thousands of Members who study with CIC!

CAREER PROGRESS PROGRAMS for International Diplomas

- CIC offers a range of ‘Career Progress’ Diploma Programs to complement its range of excellent ‘Premier’ Programs. These have been selected and produced by CIC in conjunction with expert writers and publishers to provide the knowledge and training needed for Members’ career progress, advancement and success.

HONOURS PROGRAMMES for International Honours Group Diplomas

- These Programmes provide advanced Study & Training in a wide range of fields. A person who has gained a CIC Honours Group Diploma has demonstrated the potential to become a senior manager, administrator or executive in his/her chosen field in industry, management, accounting, finance, administration, commerce, business, marketing, materials, human resource, public service and in a wide range of related fields.

BA - BACCALAUREATE - PROGRAMMES for International BA Awards

- CIC’s BA Programmes provide the Study & Training to develop high-level skills and competencies in ambitious men and women seeking successful careers in business, commerce, English, finance, management, marketing, materials, human resource, administration, logistics, and related career areas.

Further Study and Training, and Advice

- During and after CIC Study & Training, Members may ask CIC’s team of experienced Consultants for advice on Courses, Programs or higher Programmes to improve their career prospects. Good advice is to select a Study Level and Subject you feel comfortable with; for many people this will be CIC’s popular and successful ‘Career Development’ Diploma Programs, from which Members may progress to higher Study & Training with confidence.

- Everyone is an individual with their own aspirations and goals, needs and desires; CIC provides Study & Training to meet the specific requirements of its Members!
INTERNATIONAL CERTIFICATE COURSE ON
EFFECTIVE MANAGEMENT OF PEOPLE

A thorough, practical introduction to the techniques and skills of
MANAGING PEOPLE IN THE MODERN ‘WORKPLACE’

No matter what the activities of an organization or a section or
department of it might be, or its size, its objectives can be attained
only by the efforts of people. Whether or not an organization has
an HR/personnel department, those who are in most contact on a
daily basis with subordinates are their foremen, supervisors and
managers. They need to be able to manage their subordinates, as
individuals and in groups, so they work well and willingly as a “team”.

This Course provides easy to understand and easy to put into
practice training for men and women seeking to make successful
careers in supervision and management, and/or promotion to
supervisory and managerial positions.

Major Topics Covered in this Certificate Course include:

- Why people are employed by organizations: how and why they need to be motivated to work
  well and willingly, communication.
- Recruiting new employees, filling vacancies, sources from which employees might be found; internal
  and external recruitment.
- Selection: interviewing, tests, engagement; introducing new employees to their workplaces and
  workgroups, on the job training, development.
- Teaching and training employees, offering prospects for promotion, employee counselling,
  maintaining good relations, supervision.
- Salaries, wages and other benefits and allowances paid to employees in exchange for the
  work performed, deductions; employee records.
- Welfare of employees: ensuring safety in the workplace, protecting employees’ health;
  ensuring good management/worker relations.

Award and Achievement:

On successfully completing this Career Foundation Course you will:
- Have completed a professional Course of Study with an Accredited College.
- Be awarded the CIC Certificate on Effective Management of People.
- Have studied a practical introduction to the techniques and skills needed for managing people
  in the workplace, and for a managerial career.
- Have the knowledge, ability and confidence to proceed to study CIC Diploma Programs such
  as the popular CIC Diploma on Modern Management & Administration.

THE 2008 FEE FOR THIS INTERNATIONAL CERTIFICATE COURSE IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training
Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a
detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed
Invigilator under registered cover) and the award of the CIC International Certificate when that has
been passed. It also includes privileged access to the CIC Member Services Website.

Ana Koscina wrote from Croatia about CIC Management Training:
“CIC courses are helping me to develop my business perspective that is necessary
to succeed in today’s markets. I was able to put my learning into practice
immediately, allowing me to serve my clients better. My expectations which were
very high have been exceeded!”
INTERNATIONAL CERTIFICATE COURSE ON
PROFICIENT BUSINESS BOOKKEEPING

*Designed to quickly teach the principles of*

**PRACTICAL BOOKKEEPING FOR SMALL BUSINESSES**

This Course is suitable for complete beginners, as well as for those who already have a little prior knowledge of - or some practical experience of - bookkeeping. It starts from **absolute basics**, and proceeds step by step in a “friendly” style, to make learning bookkeeping easy, interesting - and very enjoyable, too! Numerous illustrations and practical examples with clear explanations ensure both rapid progress and confidence in bookkeeping work. Within an incredibly short time of enrolling, a CIC Member studying this very practical Course can be performing actual bookkeeping work for small businesses - right up to final accounts level!

**Major Topics Covered in this Certificate Course include:**

- **Basic principles and rules of modern double-entry bookkeeping**: the two aspects of every transaction, why they must be recorded.
- **The ledger**: what its accounts record, the debit and credit sides, rules for posting to and balancing ledger accounts, uses of folios.
- **Recording receipts and payments of money in the 4-column cash book, cash and bank transactions**, balancing, bank reconciliations.
- **Recording cash and credit sales and purchases**: the sales, purchases and returns books and their ledger accounts, journal entries.
- **Extracting and agreeing the trial balance**, its uses and limitations, arithmetical accuracy. Making end of financial year adjustments.
- **Preparing simple trading accounts, profit & loss accounts and balance sheets for sole traders and other small businesses.**

**Award and Achievement:**

*On successfully completing this Career Foundation Course you will:*

- ✓ **Have completed a professional Course of Study with an Accredited College.**
- ✓ **Be awarded the CIC Certificate on Proficient Business Bookkeeping.**
- ✓ **Have attained a qualification equivalent to that required to attempt Stage 1 Examinations of RSA, LCCI, and similar examining bodies.**
- ✓ **Have the knowledge, ability and confidence to proceed to study for the CIC Diploma on Business Bookkeeping & Accounts.**

**THE 2008 FEE FOR THIS INTERNATIONAL CERTIFICATE COURSE IS:**

Either: £170 or US$370 or Euros 290 if paid in full on enrolment

OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by **registered airmail post** of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under **registered cover**) and the award of the CIC Certificate when that has been passed. It also includes privileged access to the CIC **Member Services Website**.

**Annie K Musonda** wrote from **Zambia** about this Course:

“When I showed my boss my Certificate, I was immediately offered a responsible job, and my salary was doubled! I have since been recruited by another firm with even more benefits, responsibility and money!”
Mohamad Bachar wrote from Yemen about CIC English Teaching:
“\text{I would like to thank you for giving me this chance to improve my English, and I have put it to good use in my business activities. Your Materials are easy to understand and learn from.”\text{\textquotedblleft}}

INTERNATIONAL CERTIFICATE COURSE ON
SECONDARY ENGLISH (FOR EXAMINATIONS)

This Course is for those who are already proficient in basic English and who WANT TO IMPROVE READING, WRITING and UNDERSTANDING

This Course first concentrates on words and building up a knowledge and understanding of words; how to increase ‘vocabulary’, and it teaches how to use an English-English Dictionary (supplied and included in the Fee) to find out the meanings and spellings of words. The Course explains about different kinds of words, what they do and how they can be used to improve writing and speaking, and then shows how to build up phrases, clauses and sentences; subjects and predicates. It teaches how to understand - to ‘comprehend’ - the meanings of stories and passages of writing, and to answer comprehension tests. It teaches how to compose and write short passages, and letter-writing is introduced. By the end of the thorough study of this Course, a CIC Member should have a good command and understanding of both written and spoken English.

Major Topics Covered in this Certificate Course include:

- English words; the English Alphabet, capital and small letters, vowels, consonants and syllables, forming words, longer words.
- Parts of speech: nouns, pronouns, adjectives, prepositions, verbs, adverbs, conjunctions, exclamations, rules, examples of their use.
- Sentences: subjects, predicates, objects, verbs, multiple sentences, statements, questions, answers, commands: building paragraphs.
- Punctuation using punctuation marks: full stops, commas, colons; question marks, exclamation marks, quotation marks; dashes, apostrophes.
- Positive and negative sentences, verb tenses, active and passive voices of verbs, dialogue: direct and indirect speech, continuity.
- Understanding written passages, writing passages of different types; descriptive, imaginative. Letter writing: social, business, private; layout, presentation.

Award and Achievement:

On successfully completing this Career Foundation Course you will:

- Have completed a professional Course of Study with an Accredited College.
- Be awarded the CIC Certificate on Secondary English (English for Examinations).
- Have covered the majority of syllabuses such as GCE O level, GCSE, and similar examinations.
- Have the knowledge, ability and confidence to proceed to CIC’s Professional English Diploma.

THE 2008 FEE FOR THIS INTERNATIONAL CERTIFICATE COURSE IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Certificate when that has been passed. It also includes privileged access to the CIC Member Services Website.

Mohamad Bachar wrote from Yemen about CIC English Teaching:
“\text{I would like to thank you for giving me this chance to improve my English, and I have put it to good use in my business activities. Your Materials are easy to understand and learn from.”}
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON ACCOUNTING & FINANCE IN BUSINESS & MANAGEMENT

What modern managers need to know for effective CONTROL OVER BUSINESS, FINANCE AND ACCOUNTING

Accounting involves recording and analysing transactions to show their effects on the financial position of an enterprise; such data is essential in controlling its finances. But a manager must go further, and ‘read’ (interpret) accounting data accurately, and then use it wisely in planning and in controlling the operations of the enterprise and in decision making, which are all essential for its prosperity and survival. This Program does not train bookkeepers or accountants. It teaches modern managers to understand and/or to control bookkeeping or accounting colleagues and subordinates, and to make effective use of available accounting data.

Major Topics Covered in this Diploma Program include:

- Books of account: the ledger, principles of modern double-entry bookkeeping manually and by computer, comparisons, advantages.
- Trading and profit & loss accounts, balance sheets and other financial statements, contents, purposes, layout and presentations.
- Interpreting financial statements and accounting data, accounting ratios, break-even analysis; budget preparation, budgetary control.
- Control over profits, cash and funds flow, stock control, credit limits and credit control, auditing, pricing policy. Cost accounting, methods, standards, variances.
- Partnership, departmental, branch, hire purchase accounting. Investments: working and fixed capital, financial assets, returns, risk, financial decisions, funding, investment strategy.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Accounting & Finance in Business & Management.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) & National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Business Accounting & Finance.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Alonda S L Alexis wrote from Botswana about his Studies:
“i am availing myself of this opportunity to thank you for your expert tuition which has helped me improve my English knowledge and skill so very much. i have now secured a ‘dream’ post with a humanitarian & development NGO - CIC is the best!”
Knowledgeable, efficient administrative assistants, PAs and private secretaries are very valuable to the executives with whom they work, and to the enterprise as a whole; so they are in great demand and command good salaries and other benefits. The range of duties a PA/secretary might be called upon to perform can be wide, and can vary considerably from post to post - this Program provides essential training and knowledge about very many of them. Often a PA/secretary must ‘deputise’ for his or her executive in matters relating to office personnel; therefore this Program also teaches about the supervision of office personnel, and about how to prepare for promotion to managerial posts.

Major Topics Covered in this Diploma Program include:

- The office environment: layouts and design, environmental factors, furniture and furnishings, equipment and machinery, their functions. Reception work, visitors, appointments
- Business letters, memos, faxes, emails, forms and business documents, reports, filing systems, uses of machines and computers.
- Incoming mail: sorting, opening, distributing; checking typed and word processed work, transcribing dictation, despatching mail.
- Meetings: arrangements, agendas, minutes; travel arrangements; the appointments diary. Effective communication, oral, visual, written, electronic.
- Principles of bookkeeping, sales documents, petty cash, banking, checking and passing bills for payment, issuing cheques, records.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Administrative/Personal Assistant/Secretarial Duties.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Executive Assistance.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Margaret Momo wrote from Sierra Leone about this Program:
“arvo to your College! Upon successfully completing the course (which was rich and easy to understand) I was promoted to the rank of Confidential Secretary.”
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM
ADVERTISING & PUBLIC RELATIONS
A Program designed to ENSURE Sales/Marketing and Business Managers
MAKE FULL USE OF THESE IMPORTANT ‘SELLING TOOLS’

Advertising is one of the marketing activities contributing to the efficient distribution of products to consumers. A good understanding of advertising and its role is essential for all sales and marketing managers, all business owners and managers, and all others involved in selling the products of an organization.

Good public relations can make a positive contribution to the success of enterprises by influencing the attitudes of people towards them, and often also towards the products they have for sale. All modern managers and administrators should be aware of the need for and the benefits of good public relations.

Major Topics Covered in this Diploma Program include:

- **Features and types of advertising.** Aims of advertising. Importance of advertising to producers, vendors, consumers and the media.
- **Types of advertisers:** individuals, businesses, others. Advertising media: print, broadcast, direct-mail, transit, cinema, etc; websites.
- **Advertising agencies:** functions, organisations, staff, departments and the work performed in them, advertising executives and duties.
- **Creating print, radio and television advertisements.** Creating direct-mail and point of sale materials. Planning advertising campaigns.
- **Public relations theory and practice: objectives, programmes, techniques.** PR departments and PR consultancies: comparisons.
- **The promotional mix.** Promotion campaign planning and operation. Sales promotion. Measuring PR Advertising & effectiveness.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Advertising & Public Relations.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program for several International Honours Group Diplomas, such as on Sales & Marketing Administration.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Installment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Corinnee Le Touzo wrote from Mauritius about her CIC study:

“I am very, very proud of my Diploma; I dreamt of it and now I hold it. A big thank you to you and your team for your valuable courses. Glad to say that I am continuing with CIC - I have already enrolled for three more Diploma Programs.”
INTERNATIONAL DIPLOMA PROGRAM ON
BUSINESS BOOKKEEPING & ACCOUNTS
Designed to produce bookkeeping and accounts personnel trained in the
MODERN PRACTICAL METHODS OF ACCOUNTING

Trained and competent bookkeeping and accounting personnel are always in demand. This Program is ideal for those who have a knowledge of bookkeeping (e.g. from our Proficient Business Bookkeeping Course) or practical experience. This Diploma Program offers tremendous advantages to those already employed in clerical positions in accounting or auditing departments, offices and firms, and who are ambitious for promotion to better paid posts.

The Program is also of great value to business people who need to maintain accurate books of account, and who need to be able to prepare informative accounting statements, manually or by computer.

Major Topics Covered in this Diploma Program include:

- **Theory and practice of double-entry bookkeeping**: types of ledger accounts, posting, folios, extracting and agreeing trial balances.
- **Preparing for final accounts**: stocktaking, valuing stocks, work in progress; adjustments; prepayments, accruals, depreciation, bad debts.
- **Manufacturing accounts, trading accounts and profit & loss accounts**: why they are prepared, what information they contain, layouts.
- **Partnership, departmental, branch and hire purchase accounts, bills of exchange.** Computerised accounting systems and their advantages.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Business Bookkeeping & Accounts.
- Have attained a qualification equivalent to that required to attempt Stage 2/3 Examinations of RSA, LCCI, and similar examining bodies, Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4, and showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Business Accounting & Finance.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

**George Whitney** wrote from Solomon Islands about this Program:

“As testimony of the better education, good knowledge and new skills I gained from your business bookkeeping and business management programs, I have secured a good, challenging job!”

David Kallon, a CIC Member in Sierra Leone
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON
BUSINESS ECONOMICS & COMMERCE

Business people need to understand and take advantage of their region’s ECONOMIC SYSTEM TO IMPROVE THEIR BUSINESSES PROFITABLY

Economics and Commerce are closely related fields; both deal with production, the different forms of business enterprises, marketing, finance, banking, transport, insurance, and a wide range of other topics. Whilst Commerce is concerned with how the business world works, Economics attempts to explain why it works as it does. This unique Program covers in an interesting and practical style the wide range of important topics within the spheres of Economics and Commerce which all modern business people, managers and administrators need to know to develop and maintain profitable organizations in the modern business world.

Major Topics Covered in this Diploma Program include:

- Economic systems, activities and law. Consumer income, choice, behaviour, budgets; satisfaction of wants, utility, indifference curves.
- Uses and value of money; the price mechanism, turnover and profit. Types of business units: sole owners, partnership firms, companies.
- Supply and demand: effects of changes; costs, pricing decisions, pricing strategy, market structure. Products: normal, inferior, necessity, substitute, complimentary.
- Economies of scale, internal, external; production policy, production levels, expansion, integration, location. Government involvement.
- Ancillary services; banking, insurance, transport, communications, advertising and sales promotion. The distributive trade, credit and its control, discounts: trade, quantity.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Business Economics & Commerce.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Business Administration.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Mrs Savitha wrote from Oman about CIC Business Training:

“Your Diploma training benefitted me in broadening my understanding of the various interrelated applied disciplines in business, management and administration to prepare me for a successful career.”
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON
BUSINESS ENGLISH & LETTER WRITING

A comprehensive Program teaching managers, business people and others to
MASTER THE ART OF WRITING EFFECTIVE BUSINESS LETTERS

Anyone seeking a worthwhile career in business, industry, government or
the professions, needs the ability to write good professional business letters. Members with a knowledge of English equivalent to our “Professional English” Diploma Program will learn to understand and to use “business” terms and expressions, and learn to write effective business letters on a wide variety of topics. Using many specimens we show how to create appropriate and effective letters, with the correct wording, grammar, spelling, tone and layout needed to achieve their objectives, and give confidence to recipients of those letters.

Major Topics Covered in this Diploma Program include:

- Why business letters are written: their objectives, special features, layouts and appearance. Sentences and paragraph construction.
- English used in business letters today, acceptable abbreviations; ways of increasing vocabulary and improving English and writing style.
- Letters concerning employment and/or promotion and work-related matters - memos, letters of appointment and rejection, references.
- Sales letters: first approach letters, responses to enquiries, follow-up letters, customer retention, circulars, sales literature/promotion.
- Letters making complaints, letters responding to complaints received. Letters dealing with accounts matters, credit and trade references.
- Letters to and from central and local government departments, lawyers, educationists, institutions, banks, estate agents, and others.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Business English & Letter Writing.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Higher Diploma on English for Business & Management and Baccaluareate on English & Administration (BA Eng).

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Amanda Roberts wrote from England about this Program:

“The contents of this Program are amazing. Although I studied A level English at school, I was never taught how to write good, effective letters. I was always unsure about grammar and punctuation, but your Program deals with all these topics.”
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON
BUSINESS MANAGEMENT & ADMINISTRATION

Designed to train existing, new and future managers to establish and run
PROFITABLE BUSINESSES IN COMMERCE AND INDUSTRY

Success in business today depends on more than just the ability to produce and/or sell products. A modern business manager or administrator must also be proficient in managing finance, accounts, human resource, purchasing, marketing, stock control, office organisation and control, computerisation, communications, and very much more.

This unique Program is suitable not only for those seeking managerial posts in business, but also for those intending to establish their own businesses, and for those already running businesses who need expert guidance to ensure full profitability in modern industry and commerce. It contains many valuable “tips” from successful business owners and managers.

Major Topics Covered in this Diploma Program include:

- Capital and the financing of businesses, sources of capital, share issues; working capital, cash and funds flow; revenue, income, expenditure, overheads.
- Business units: sole-proprietors, partnership firms, limited liability companies, Board of Directors; business organisation; trading enterprises; factors in business location.
- Planning and forecasting in business, the business plan; starting or taking over a business, budgeting and budgetary control, credit limits and credit control, discounts: trade, quantity.
- Principles of selling, sales and marketing management, market research, sales promotion, pricing policy; office management, production management.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Business Management & Administration.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program for several International Honours Group Diplomas, including Business Administration, Management & Administration, and Business Development

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Adikali B Kanu wrote from Sierra Leone about his CIC studies:

“Thank you for your excellent courses which I really enjoyed, gaining diplomas in Business, Management & Marketing. The layout of Study Materials make them very easy to understand and the Staff are very helpful. My Managing Director and Personnel Manager commended me for a job well done, and increased my salary immediately.”
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON 
BUSINESS START-UP & DEVELOPMENT

Essential knowledge and confidence for entrepreneurs - both men and women - 
VENTURING INTO, TAKING OVER OR DEVELOPING A BUSINESS

The Program teaches the “reality” of being your “own boss”. It starts from basic principles, explaining how ideas for businesses can be put into practice. It covers the registering and establishment of a business, the business plan, sources of finance, business location, renting premises, furnishing and equipping them, ordering goods and materials, selling, accounting, employing staff, documentation, and more.

Many “practical tips and hints” from successful business owners and managers with vast experience of running profitable businesses, are given to help avoid “pitfalls” and problems that harm new and developing businesses.

Major Topics Covered in this Diploma Program include:

- Deciding on the ‘venture’: the importance of a sound business plan; raising the capital - sources. Starting or ‘taking over’ a business.
- Types of business ownership: sole owners, partnership firms, limited liability companies; advantages and disadvantages of each type.
- Business location: factors to be considered; renting premises; layout of the premises; services needed, machines, furniture, furnishings.
- Ordering and storing goods and materials. Credit terms and discounts. Selling techniques, advertising, sales promotion, public relations.
- Employing and training staff, supervision and control; salaries and/or wages, delegation of responsibility, business expansion.
- Financial matters: sales documents, checking and paying bills, bank accounts, accounting, insurance. Transport and communications.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Business Start-up and Development
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Business Development.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Installment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Esoh Diamond Ebs wrote from Ireland about this Program:
“Thank you for training me. From previous experience and the skills I have gained from CIC, I now have permanent residency in Ireland and I can enter employment or start a business. My sincere gratitude to all CIC staff and tutors.”
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON COMPUTERS & IT IN BUSINESS & MANAGEMENT

A Program designed to teach the “REAL” facts about computers WHICH EVERY MANAGER AND BUSINESS PERSON SHOULD KNOW

Computers are very widely used in business, industry and government. But many managers simply “accept” computers. Lack of real knowledge and understanding of the capabilities and limitations of computers prevents them realising the true benefits, or problems, of poorly planned computerisation.

This Program teaches what a computer can do; what it cannot do; how to get the best results from a computer; how to select the computer system which best suits the organisation’s requirements, how to avoid problems and pitfalls with computers and information technology, and how to successfully manage data securely, and to avoid losses or corruption of data.

Major Topics Covered in this Diploma Program include:

- Computers as aids to management and administration; their characteristics and limitations. Management of computer systems.
- Components of computers, hardware, the central processor, input, output and storage devices; what they are, what they do, security.
- Software; programs: tailor-made, general applications packages, database packages, types of data: codes, master and movement.
- Practical applications of computers in different businesses; computers and management information. Word processing, desktop publishing.
- Computers in accounting, communications with and between computers, modems, networks, emailing, websites and webstores.
- Choosing the right computer system, its successful implementation, and its efficient running, data management and security, antivirus software.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Computers & IT in Business & Management.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program for several International Honours Group Diplomas.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Lauretta G Sumaila wrote from Croatia about this Program:

“Thank you for your Training and for helping my dreams come to pass. I am now working in the United Nations, in a position that I find both satisfying and challenging. Your Diplomas are truly internationally recognised.”
Effective communication with internal and external sources, locally, nationally and internationally, is essential for the efficiency and prosperity of any business today. Effective communication is a vital ‘tool’ of modern business people and managers in today’s fast moving world.

Communication might be oral, face-to-face, written, by telephone, fax, email or Internet; but whichever method is used, it must be effective. This Program explains the ‘channels’ and their uses, teaches about effective business letters, memoranda, meetings, report writing, dictation, word processing, desktop publishing, and much more, with numerous examples and specimens.

Major Topics Covered in this Diploma Program include:

- Principles and benefits of effective communication, internal and external needs, removing barriers to a two-way flow of information.
- Communications concerning employment and promotion, staff matters and relationships, lines of communication: vertical and horizontal, differences.
- Sales letters and literature (catalogues, pamphlets, etc), follow-up letters, circulars and announcements, advertisements. Memoranda.
- Enquiries, quotations, orders; design of forms; business documents: invoices, credit notes, produced manually and by computer. Word processing, DTP, email and the Internet.
- Meetings: formal and informal, preparing notices, agendas, minutes; employment interviews, induction and training; reports; research.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Communication in Business & Management.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Human Resource Development, and on Administrative Management.

The 2008 Fee for this ‘Premier’ Diploma Program is:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Theresa M Grigsby wrote from Liberia about CIC Business Training:
“My controller was present when I received my Diploma, and quickly congratulated me, and promised to change my position as he assessed me now as being above a secretarial position, which the managing director confirmed.”

Onister Thomas, a CIC Member in St Lucia
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON HOTEL OPERATIONS & MANAGEMENT

A Program designed to produce PROFESSIONALS trained in the OPERATION & MANAGEMENT OF HOTELS OF ALL TYPES/STANDARDS

Hotels of many different sizes, standards and types, and catering for differing demands of guests exist in a country. Despite their differences, all hotels are businesses, with common functions and with the aim of profitability. The prosperity of any hotel requires considerable knowledge, experience and managerial skill. Every hotel comprises a number of departments performing different operations, which need proficient management and skilful coordination to ensure guests are satisfied.

This Program provides training on all major operations, and also on their successful planning and implementation.

Major Topics Covered in this Diploma Program include:

- Hotels as businesses: functions, types, locations, sizes, standards, facilities, type of guests, planning services to be provided, organisation and management structures.
- Hotel products: accommodation, food and beverages; tangible and intangible features, service. Marketing, methods of selling hotel products, brochures, the Internet, websites.
- Hotel front offices: duties of receptionists: check-in, check-out, guest relations, guest billing, cashiering, advice, product knowledge, attributes. Uniform staff and their duties.
- Hotel bedrooms, furniture, fixtures, decor, en suite facilities. The duties of the housekeeping department, training, liaison, motivation, room inspections, linen, security.
- Hotel catering: purchasing, storing and issuing foodstuffs, security, food preparation, hygiene, menus; kitchens, hotel restaurants, ambience, layout, types of service.
- Hotel beverage, sales in bars, restaurants, room service, minibars. Financial accounting and statements, bookkeeping terms, computers in hotel businesses.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Hotel Operations & Management.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Hospitality Management.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Gerald Munaawa wrote from Tanzania about this Program:

“With your Diplomas I was employed as Hotel Manager! Then my hotel was awarded an international award for excellent performance. 4 other Directors contacted me offering me jobs, but my Director still needs me and has increased my salary repeatedly.”
Eliud Uwasenko wrote from Papua New Guinea about CIC Training:

“I have great news! I applied for a scholarship to study in Australia after completing Modern Management and HR/Personnel Management with you and got selected for MBA studies in 2007. Before I joined CIC my previous attempts were turned down, but immediately after completing my CIC studies I was accepted!”

INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON HUMAN RESOURCE/PERSONNEL MANAGEMENT

A Program designed to promote better WORK RELATIONS FOR THE BENEFIT OF BOTH EMPLOYERS AND EMPLOYEES

No enterprise can today risk using old-fashioned, “hit or miss” methods of managing the modern workforce. The activities of the trained contemporary human resource/personnel manager and his or her department can ensure the uninterrupted operations of an enterprise and avoid loss of production - and profits - due to industrial action or poor performance by a discontented workforce.

This Program concentrates on producing modern human resource and personnel managers, providing training on a wide range of the important duties which they must perform (including industrial relations) and their responsibilities in the modern world of commerce, industry, business and government service.

Major Topics Covered in this Diploma Program include:

- HR/personnel managers and specialists, the HR/personnel department and its functions. Scientific management, O & M studies and work studies, efficiency.
- Manpower planning, job analysis, job descriptions, organisation and job structure, work groups. Forecasting, budgeting and control.
- HR/personnel policy and strategy. Recruitment and selection, interviews, induction, training & employee development, remuneration policy, employment packages.
- Effective communication, horizontal, vertical. Safety in the workplace, security, staff welfare, medical facilities, health. Promotion, resignations and retirements.
- Industrial relations: trade unions, staff associations, collective bargaining, joint consultation; equal opportunity, flexitime.
- HR/personnel records and statistics, rate of labour turnover, stability index. Major uses of computers in the HR/personnel department.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Human Resource/Personnel Management.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) & National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program for several International Honours Group Diplomas, including Human Resource Development, and Management & Administration.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON
INSURANCE - PRINCIPLES & PRACTICE

A Program teaching a wide range of important topics of GREAT VALUE to
BUSINESS MANAGERS, EXISTING & ASPIRING INSURANCE PRACTITIONERS

Every person, organization, living or non-living item, is exposed to risks which can result in losses. Insurance seeks to minimise or eliminate the effects of risks on people and organizations, to act as a “transfer mechanism” whereby responsibility for losses from risks are transferred to insurers, and by which risks are “managed”. An insurance company is a “business”, and needs to be run well and profitably.

This Program has wide-ranging application for individuals, business people, insurance practitioners; it deals with the background and development of modern insurance practice, and the principles on which it is based. It covers the main classes of insurance business, insurance company organisation, and much more.

Major Topics Covered in this Diploma Program include:

- Nature and purpose of insurance, types and natures of risks, methods of reducing effects of risks, insurance and the Law, insurance contracts.
- Insurable interest, utmost good faith, material facts, indemnity, subrogation, contribution, proximate cause, physical and moral hazard.
- Proposal forms, cover notes, certificates, policy documents. Premium rating, renewals, claims procedures, total and partial losses, average.
- Transportation insurance: marine, aviation, transit, motor, cover offered in different personal and commercial policies, no-claim bonus, excess.
- Personal and commercial property, accident, pecuniary and liability insurances. Personal accident, sickness, health and life insurances.
- The insurance ‘market’: buyers and sellers, types of insurers, Lloyd’s, reinsurers.
- Organization and operation of insurance companies, regulation of insurance businesses.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Principles & Practice of Insurance.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) & National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Administrative Management.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Mohamed Adan Hassan wrote from Libya about CIC Training:

“I am extremely grateful to CIC and its entire administration. To my delight I found the training materials very detailed and explanatory, but yet easy to understand because they are well arranged by professionals. I have gained so much and can now support my family well.”
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON MODERN MANAGEMENT & ADMINISTRATION

A Program specifically designed to produce TRAINED, PROFESSIONAL MODERN MANAGERS FOR INDUSTRY AND COMMERCE

A good manager is a person set apart by his or her training and abilities to guide the efforts of others: to plan, organise, direct, co-ordinate and control their activities so that the desired objectives of his or her section, department or enterprise are achieved - and always in the most efficient and economical manner. Those are no easy tasks. But they can - and must - be performed well if an enterprise is to prosper. This Program covers a wide range of important topics which must be mastered by the modern manager for success in “general” supervision, management and administration, and also to provide a foundation for specialisation in specific management fields.

Major Topics Covered in this Diploma Program include:

- The meaning, functions and purpose of modern management; the modern manager and subordinates, maintaining good relations.
- The responsibilities and obligations of management; delegation of responsibility, promotion; structural organisation of businesses.
- The importance of effective communication in management, oral and written; vertical and horizontal communication, removing barriers.
- Planning: short-term and long-term, forecasting, setting standards; budgets, budgeting and budgetary control; manpower planning.
- Recruiting, selecting, inducting, training, remunerating, controlling personnel; employee counselling. Health & safety in the workplace.
- Industrial relations: trade unions, staff associations, joint consultation and collective bargaining, personnel policy, remuneration policy.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Modern Management/Administration.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program for several International Honours Group Diplomas, including Management & Administration, and Human Resource Administration.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Wee Song wrote from Malaysia about this Program:

“The knowledge I acquired from your College is of great importance to me. This Diploma has given me the job as Manager of one of the largest department stores. Without the knowledge I gained from this course, I would still have a very lowly job indeed.”
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON
OFFICE MANAGEMENT & ADMINISTRATION

A Program designed specifically to train administrative Managers for MODERN OFFICES,
INCLUDING THE USE OF SOPHISTICATED EQUIPMENT/COMPUTERS

The office is responsible for services essential to the smooth running of
the entire enterprise of which it is part. The office and its personnel must
be well managed so those services are rapidly and efficiently provided.
That requires training, supervision and control of personnel and the
machines and equipment, including computers, they use; and management
of the communications network, the reception, the mailroom, cashiering,
accounts work, stationery, and much more.

This very practical Program provides expert training on the most important
duties of modern Office Managers, Administrators, and their subordinates.

Major Topics Covered in this Diploma Program include:

- The functions of the office; duties and responsibilities of its managers/administrators, their
  ranges of activities, organisational structures.
- Office location, layouts and design, environmental features: lighting, heating/cooling,
  ventilation, cloakrooms; furniture, furnishings, decor.
- Office machines, equipment, copiers, computers, computer systems, networks, security, word
  processing, desk top publishing, filing systems. Accident prevention, noise reduction.
- Recruiting, inducting, training, motivating, supervising and controlling, grading, ranking,
  remunerating and counselling office personnel. O & M studies.
- Oral and written communications, telecommunications, incoming and outgoing mail,
  meetings. The reception; duties of receptionists.
- Financial matters, principles of accounting: manually and by computer, cashiering, bank
  accounts, budgets, budgetary control, security.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Office Management/Administration.
- Have attained an accredited qualification at Level 4, equated to the British National framework
  at the same study level as Higher National Diploma (HND) and National Vocational
  Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you
  possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on
  Administrative Management, and on Executive Assistance.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training
Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a
detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed
Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been
passed. It also includes privileged access to the CIC Member Services Website.

Brenda Murray wrote from Scotland about this Program:
“I very much enjoyed studying the Office Management Program, and with the Diploma
have succeeded in gaining promotion from personal assistant to a managerial
position, with attendant benefits. Many thanks for your help and support - and my
success!”
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON PROFESSIONAL ENGLISH (for Everyday & Business Use)

A Program written for those who need to use ADVANCED English FOR BUSINESS, MANAGEMENT AND SOCIALLY

This very practical Program is ideal for people who already have a good grounding in English, such as is reached by our “Secondary English” Course. This Program covers a wide range of topics which are most important in speaking, reading and writing good English of an advanced standard, both in everyday situations and in the workplace; whether that is in business, industry or government service.

Those who thoroughly study and complete this Program should soon be able to speak, read and write good English of an advanced standard quite naturally, and show that they have the education and training which employers want to find in staff destined for promotion, and which gives confidence to customers and clients.

Major Topics Covered in this Diploma Program include:

- Punctuation marks to make writing clear and easy to understand; improving vocabulary, prefixes, suffixes, spelling English words.
- Forming complete and sensible sentences: positive and negative statements, questions and commands, building paragraphs.
- The parts of speech: nouns, pronouns, verbs, adverbs, adjectives, conjunctions, prepositions; making writing varied and interesting.
- Avoiding problems with commonly confused English words, using an English-English dictionary to increase understanding and variety.
- Developing a good writing style. Writing social and private letters: making enquiries and complaints, comprehension, writing replies.
- Introduction to business letter writing: features, layouts, objectives, tones, styles; letters about sales, employment, accounts, and replies.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Professional English (for Everyday & Business Use).
- Have covered - although this is a ‘practical’ oriented Program - the majority of the technical/practical syllabuses of national or international examinations similar to GCE ‘A’ level.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the study same level as Higher National Diploma (HND).
- Have completed a Qualifying Program towards the International Higher Diploma on English for Business & Management and the Baccalaureate on English (BA Eng).

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recomended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Velentin Ivlev wrote from Russia about this Program:

“I now teach English at an International Institute. It was a great advantage for me to have learned English with Cambridge College. Thank you for your excellent training materials and the support which made my success so fantastic.”

Hon. Jenista Mhagama MP, a CIC Member in Tanzania
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON PURCHASING & RESOURCING MANAGEMENT
A Program designed specifically to produce trained PROFESSIONALS IN THE ESSENTIAL FUNCTION OF PURCHASING/RESOURCING

Whether an enterprise is involved in manufacturing, distribution or service-providing, the function of purchasing - or “buying” - on its behalf is a job for professionals. Proficient purchasing can greatly increase the efficiency, the competitiveness and the profitability of a business; but unwise buying can seriously damage its operations, its reputation and its profit levels. This very practical Program covers the responsibilities and duties of professional buyers, purchasing and resourcing managers employed in industry and commerce.

Major Topics Covered in this Diploma Program include:

- Purchasing objectives and strategy: purchasing policy formulation, implementation, evaluation and control; strategic options, logistics. Just-in-time manufacture & purchasing.
- Purchasing organization: centralisation and decentralisation; purchasing within the management hierarchy, job structures, analysis and specifications, co-ordination.
- Purchasing procedures, documentation and records, control systems. Information technology: effects on purchasing and supply, database facilities, statistics.
- Human resources in the supply chain: recruitment, training and development, supervision, control; management styles and leadership.
- Sourcing; matching supply with demand, materials requirement planning. Specifying and assuring quality of supplies; quality control. Controlling prices, costs and quality.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Purchasing & Resourcing Management.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Materials Management.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Fekadu Belay wrote from Ethiopia about this Program:
“My recent achievement in obtaining your prestigious Diploma made my future brighter, has tremendously changed my life and enabled me to build self-confidence.”
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON
SALES MANAGEMENT & MARKETING

This Program provides training to ENSURE management SUCCESS in
THE VITAL FIELDS OF MANAGING SALES AND MARKETING

Top-class selling ability is not all that is required for success in sales/marketing management. Not only must knowledge be possessed about market research, about distribution channels, marketing strategies, advertising, publicity, public relations, and much more, but a sales/marketing manager must manage his or her subordinates: recruit them, motivate them, control them, plan and organise their activities.

Training is essential for success in sales/marketing; this very practical Program provides the very best training on the wide-ranging duties of sales and marketing managers and staff in today’s highly competitive world of business.

Major Topics Covered in this Diploma Program include:

- Principles of salesmanship, internal selling, commercial travelling. Methods of selling, creating interest, transactions, demonstrations. Consumers, commercial, corporate buyers.
- Principles of management: recruiting, training, remunerating, controlling and motivating sales personnel, building sales teams, sales targets, organisation.
- Market research: consumer research, market surveys, test marketing, sales forecasting, planning, budgeting and budgetary control.
- Channels of distribution; selecting the best for the products. Credit terms, credit limits, credit control. Discounts: trade, quantity. Export selling and international marketing.
- Direct and indirect advertising and publicity, sales promotion, sales letters, sales literature, direct marketing, public relations. The Internet as a marketing and sales tool, information.
- The sales office, sales records, graphs and statistics, collection, correlation and analysis of data, computers in sales recording.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Sales Management & Marketing.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Sales & Marketing Administration.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Anne Marie Grech wrote from Malta about this Program:

“The Diploma in Sales Management & Marketing has been like giving me a bunch of keys. Each key opens a door to a specific room containing a treasure, which I had heard about but never experienced - I look forward to learning more.”
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON
STORES MANAGEMENT & STOCK CONTROL
A Program designed specifically to train and create effective
PROFESSIONAL STORES PERSONNEL AND STORES MANAGERS

The success or failure of any enterprise can be greatly affected by the efficiency of its stores operations. Efficient stores management can save an enterprise money, help to retain customers and maintain continuous production; but stores “mismanagement” can lose an enterprise money, customers and production.

This Program provides the training essential for efficient stores management. A stores manager must manage more than just the store, stocks and inventory; he/she must also manage stores personnel: plan, organise and co-ordinate their work, train, supervise and control them; we teach how that is done.

Major Topics Covered in this Diploma Program include:

- Principles of modern management: recruiting, training, controlling and motivating stores personnel. Attributes looked for in staff. Health and safety, accident prevention.
- Storehouse buildings, location, design, layout, floors, entrances, planning, efficiency, sub-stores. Stockyard location, design, layout, throughflow.
- Manual and powered stores equipment for materials handling; storage, measuring and general stores equipment; order picking. Protective clothing and safety equipment.
- Protection of stock against loss and damage, major causes of spoilage, storehouse and stockyard security, prevention of theft and pilfering, fire prevention, fire drills and equipment.
- Stock items and inventory identification, codes and coding systems. Computerised and manual stock records: contents, uses, accuracy, statistics and reports.
- Setting stock levels, reorder levels: receipts into and issues from the stores: documentation; stocktaking and spot checks, stock valuation, obsolete and obsolescent stock.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Stores Management & Stock Control.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Materials Management.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Manil J Dias wrote from Saudi Arabia about this Program:
“Just after completing my Diploma Program with your college, I was able to secure a better position with better perks with the leading Airline in the Gulf. I thank you and your institution for the services which enabled me to gain such success.”
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON TOURISM & TRAVEL AGENCY MANAGEMENT

A Program designed to create PROFESSIONALS trained in TOURISM AND TRAVEL ORGANISATION AND MANAGEMENT

The tourism industry is becoming increasingly important in countries all over the world; and the “tourism income” earned contributes greatly to their economic progress. But for their economies and peoples to benefit fully, tourism development must be planned and be controlled - and be “sold” to tourists. Travel agencies are an important link between tourism and the travel products on offer, and travellers; to be profitable, they must be efficient and well-managed, with knowledgeable staff.

This Program deals with both vital areas, and also the marketing of tourism and travel products by state bodies, tour operators and travel agencies.

Major Topics Covered in this Diploma Program include:

- The tourism industry: structure, organisation, products, services; national and international importance of tourism, infrastructure, effects on balance of trade.
- Economic and social consequences of tourism: income from tourism, the income multiplier, invisible exports, factors in developing tourism. Reasons for government involvement.
- Tourism markets: leisure and activity, business travel, VFR travel, cultural, educational, health travel; motivations for travel, destinations. Advertising, brochures, the Internet.
- Tour operators, inclusive tours, types of transport, types and standards of accommodation offered, catering; economics of tour operation. Reservations systems.
- Travel agency establishment: premises, factors in location, furnishing; appointment, operations, management, IATA; recruiting & training staff.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Tourism & Travel Agency Management.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Hospitality Management.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment
OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Emmanuela D Mengnjo wrote from The Netherlands:
“When I was in Cameroon I completed the Programme in Hospitality Studies, including Hotel Operations & Management. After this I was thrilled to gain admittance to my Masters in a university in the Nederlands, where I now reside. Thank you so very much for gaining me university entrance, and my residency in a top European country.”
INTERNATIONAL ‘PREMIER’ DIPLOMA PROGRAM ON ADVANCED STUDY OF THEORY & PRACTICE OF MANAGEMENT/ADMINISTRATION

A Program which provides a broad overview of important management and administration theories and concepts and their successful implementation

This Advanced Study Program is suitable ONLY for those who have already studied to the level attained by CIC’s Modern Management & Administration Program and/or other CIC Management Programs, or who have held middle or senior managerial or administrative positions.

It provides advanced knowledge of theories and concepts at all levels to overcome the pressures of the 21st century managerial and administrative environment. This Advanced Program is essential study for those wishing to gain CIC Honours Group Diplomas, BAs or MBAs.

Major Topics Covered in the Advanced Program include:

- The evolution of management theory - the search for principles of management: the classical and early theorists, modern developments, contemporary thoughts.
- Organizations and organizational theory: objectives, categories, ownership, environmental factors and interaction. Open and closed systems theory.
- Organizational structures, planning, growth and development, organization charts, systems diagrams. Duties and responsibilities of executives, delegation of responsibility.
- Theories on leadership in the workplace: trait theories, style theories, contingency theories. Building workgroups, group behaviour, norms, cohesiveness.
- Strategic management; modern theories. Industrial competitiveness. Corporate objectives and planning, policies, ethics in business, social responsibilities today.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Advanced Study of Theory & Practice of Management/Administration.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a compulsory Qualifying Program for any of CIC’s International Honours Group Diplomas.

THE 2008 FEE FOR THIS ‘PREMIER’ DIPLOMA PROGRAM IS:

Either: £170 or US$370 or Euros 290 if paid in full on enrolment

OR: an Instalment of £75 or US$170 or Euros 130 each month for three consecutive months

This Fee includes the supply by registered airmail post of two comprehensive Study & Training Manuals with Self-Assessment Tests and Recommended Answers, Progress Tests, Stationery and a detailed ‘Study & Training Guide’. It also includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC Premier Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

James A Quartey wrote from Ghana about the Advanced Program:

“The course structure and the advanced study manuals are superior; I learnt so much of an advanced standard! I have gained my Honours Graduate Diploma, and am now Managing Consultant of a management consultancy firm.”

Nasour Ibrahim, a CIC Member in Sudan
INTERNATIONAL ‘CAREER PROGRESS’ DIPLOMA PROGRAM ON COST ACCOUNTING

A Program produced to introduce the principles of Cost Accounting so that they can be applied to academic problems and in practical business situations

Cost Accounting is a discipline that originally arose out of costing and estimating practices in engineering. Its historical context has been manufacturing, but increasingly Cost Accounting is being successfully implemented in service industries and not-for-profit organizations with significant results. This reflects the fact that today Cost Accounting is vital to all modern businesses which face growing competition.

The study of this Program should be of particular benefit to students of professional accounting bodies, those studying undergraduate and also postgraduate courses in business and management and accounting fields where knowledge of Cost Accounting principles is required; and to professionals and managers who require a working knowledge of the principles of Cost Accounting.

Major Topics Covered in this Diploma Program include:

- **Scope and definition of cost accounting.** Terminology; classification, overheads, total cost.
- **Cost behaviour; distinguishing differences, classes, prediction, analysis.**
- **Accounting for labour and for material costs; pricing methods, stock valuation, just-in-time.**
- **Absorption costing; cost units and centres; activity based costing; overheads, appraisal.**
- **Marginal costing systems; revenue statements, contribution, breakeven analysis.**
- **Costing short-term decision making. Planning, budgeting; control, zero-based, activity-based.**
- **Standard costing and variance analysis, calculation, investigation, appraisal.**
- **Capital investment appraisal; techniques, discounted cash flows, risk and uncertainty.**

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Cost Accounting.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Business Accounting & Finance.

THE 2008 FEE FOR THIS ‘CAREER PROGRESS’ DIPLOMA PROGRAM IS:

£190 or US$420 or Euros 320 paid in full on enrolment (Instalment terms are not available for this Program)

This Fee includes the supply by registered airmail post of two professional Study & Training Publications, Stationery and a detailed ‘Study & Training Guide’. It includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC International Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Armoogun Ramoo wrote from Mauritius

“The course was simply amazing, professionally prepared, easily understandable and covered all topics. I successfully passed with distinction. The result has not only upgraded my knowledge, but has given me more respect and importance from colleagues and management.”

Godwin A Djiebey, a CIC Member in Ghana (Senior Accountant)
INTERNATIONAL ‘CAREER PROGRESS’ DIPLOMA PROGRAM ON EMPLOYEE DEVELOPMENT

A Program which aims to provide an understanding of, and the foundations for EXPERTISE IN THE FIELD OF EMPLOYEE AND ORGANISATION DEVELOPMENT

This Program is set in the context that expert, trained and developed employees contribute directly to successful, effective and profitable commercial and public service performance. Therefore, needs analyses, core training and development requirements, on-the-job and off-the-job provisions, projects and secondments are each dealt with in turn. The Program considers structures for designing, monitoring, reviewing and evaluating events and attention is then paid to the needs to invest in and manage the development of organisations. The Program also discusses government training and development policy and influences on the future.

The Program is aimed at all those who wish to understand the realm, role and function of organisation and employee development. The Program also concentrates on the prerequisites for successful and lasting effective training and development activities.

Major Topics Covered in this Diploma Program include:

- Monitoring, review and evaluation. Training and development equipment and resources.
- Mentoring, coaching and counselling. Organisation and employee development strategies.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Employee Development.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Human Resource Development.

THE 2008 FEE FOR THIS ‘CAREER PROGRESS’ DIPLOMA PROGRAM IS:

£190 or US$420 or Euros 320 paid in full on enrolment (Instalment terms are not available for this Program)

This Fee includes the supply by registered airmail post of two professional Study & Training Publications, Stationery and a detailed ‘Study & Training Guide’. It includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC International Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Abdi M Abdille wrote from Kenya:
“Immediately after receiving my three international Diplomas my employer promoted me to a senior post and my salary increased greatly.”

His employer wrote: “He is very active, and was immediately promoted to the post of Human Resource Personnel Officer, thanks to CIC.”
INTERNATIONAL ‘CAREER PROGRESS’ DIPLOMA PROGRAM ON
FINANCIAL MANAGEMENT

A Program which aims to provide a comprehensive introduction to
THE CORE ELEMENTS OF FINANCIAL MANAGEMENT

This Program examines the principles and underlying concepts of financial management, and the ways in which financial information can be used to improve the quality of management decision-making. It has a practical emphasis with many illustrations and examples. The key topics of Capital Investment Decisions, the Sources of Finance and Financial markets, and the Management of Working Capital are introduced and explained. Technical terminology and key terms are highlighted for rapid understanding of the main techniques and concepts.

The study of this Program should be of particular benefit to those seeking knowledge of business, finance, and accounting fields; and to professionals and managers who require a knowledge of financial management; and to those ambitious for careers in financial management and related fields.

Major Topics Covered in this Diploma Program include:

- **Capital investment decisions, decision-making. Sensitivity Analysis.**
- **Investment appraisal methods. Control in capital expenditure projects.**
- **Accounting rate of return, payback period, net present value, internal rate of return.**
- **Dealing with risk in investment; interest and inflation. Discount tables.**
- **Managing investments: funds, opportunities, evaluation, approval, control.**
- **Sources of finance, terms. Financial gearing, shares, debentures, loans, bonds, leasing.**
- **Share issues, stock exchange. Small business finance.**
- **Working capital, capital cycles; stocks, debtors, credit, cash, factors, discounts, budgeting.**

On successfully completing this Professional Program of Study you will:

- **Be awarded the CIC Diploma on Financial Management.**
- **Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.**
- **Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.**
- **Have completed a Qualifying Program towards the International Honours Group Diploma on Business Accounting & Finance.**

THE 2008 FEE FOR THIS ‘CAREER PROGRESS’ DIPLOMA PROGRAM IS:
£190 or US$420 or Euros 320 paid in full on enrolment
(Instalment terms are not available for this Program)

This Fee includes the supply by registered airmail post of two professional Study & Training Publications, Stationery and a detailed ‘Study & Training Guide’. It includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC International Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Titus M Mwangangi wrote from Malawi:
“I thank all of you at the College for your positive contribution towards educating so many people around the world. I have obtained three diplomas from your College and they gained me high rank and status, and I am currently a Finance Officer heading a big international organization.”
INTERNATIONAL ‘CAREER PROGRESS’ DIPLOMA PROGRAM ON GLOBAL MARKETING MANAGEMENT

A Program which provides a framework for the design, development and implementation of EFFECTIVE GLOBAL MARKETING PROGRAMMES

This Program takes a decision-oriented approach to global marketing, and considers how a company - and its management - can best decide which markets to enter and how to do so. It considers decisions and strategies concerning products, and pricing decisions, distribution decisions and communication and promotion decisions. The Program then covers the factors involved in cross-cultural sales negotiations. It deals with the organization and control of the global marketing programme including global logistics and channel decisions.

The Program explains how global marketing programmes must adapt to needs and preferences of customers with different levels of purchasing power, climates, languages, cultures, competition and methods of doing business. It considers small, middle-sized, large and multinational companies, and their global marketing advantages.

Major Topics Covered in this Diploma Program include:

- Globalization, international marketing mix, international products, product life cycles.
- Product decisions, brand equity and branding decisions, product positioning.
- The Internet, e-commerce, green marketing strategies. Total Quality Management.
- Pricing decisions, strategies. Terms of business, sales, delivery, payments, export finance.
- Distribution decisions, logistics management; channel structure, control; global retailing.
- Communication decisions and tools. International advertising, budgets, media, evaluation.
- Promotion strategies. Sales promotion, public relations. Direct marketing, sales force.
- Cross-cultural sales negotiations; knowledge management, learning across borders.
- Organisation, design and control of global marketing programmes, activities, budgets.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Global Marketing Management.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Sales & Marketing Administration.

THE 2008 FEE FOR THIS ‘CAREER PROGRESS’ DIPLOMA PROGRAM IS:

£190 or US$420 or Euros 320 paid in full on enrolment
(Instalment terms are not available for this Program)

This Fee includes the supply by registered airmail post of two professional Study & Training Publications, Stationery and a detailed ‘Study & Training Guide’. It includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC International Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Nikoloz Meskhashvili wrote from Georgia:

“The CIC Diplomas have promoted my career in marketing. Since completing the two CIC Programs I have been employed as Marketing Manager of a major Georgian company. Thank you CIC for the opportunity to establish my career.”

Gennady Khore, a CIC Member in Russia

32
INTERNATIONAL ‘CAREER PROGRESS’ DIPLOMA PROGRAM ON INTERNATIONAL BUSINESS & TRADE

A Program to identify and explain the factors involved in international business and provide the knowledge to develop effective export marketing plans.

For a business to succeed internationally it is essential that the personnel involved in its international trade have a good understanding of the subject and are well trained. Exporting is not an activity for untrained sales managers. Exporting can be rewarding and lucrative if it is conducted professionally and if an effective international marketing strategy is developed.

This Program shows how to understand the potential for export, export readiness and product fit, and the importance of products meeting standards and regulations of importing countries. It deals with marketing concepts and tools, research to identify and to evaluate potential markets, and strategies to assist in penetrating target markets. It examines the principles of pricing, transport/logistics, currency, documentation and insurance, and provides an introduction to importing and exporting.

Major Topics Covered in this Diploma Program include:

- Overseas business and trade, image, risks, importing, exporting. Sales and production.
- Routes to market; direct and indirect marketing, selling overseas. Business finance.
- Export costing, pricing and the sale. Transport and logistics: the role of freight forwarders.
- Suppliers and support organisations. The export marketing plan. Communication.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on International Business & Trade.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Business Administration, and on Business Development.

THE 2008 FEE FOR THIS ‘CAREER PROGRESS’ DIPLOMA PROGRAM IS:

£190 or US$420 or Euros 320 paid in full on enrolment

(Installment terms are not available for this Program)

This Fee includes the supply by registered airmail post of two professional Study & Training Publications, Stationery and a detailed ‘Study & Training Guide’. It includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC International Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Roland T Penny wrote from Grenada:

“Since starting studies with CIC my knowledge skills in sales management have improved dramatically. Before joining CIC I was a mere marketing assistant - today I am Sales Manager of a department, and I also run my own successful business selling internationally.”
INTERNATIONAL ‘CAREER PROGRESS’ DIPLOMA PROGRAM ON LEADERSHIP & TEAM MANAGEMENT

A Program to provide the skills, knowledge and conceptual framework that underlies SUCCESSFUL LEADERSHIP, TEAMWORK AND TEAM BUILDING.

In business, supervision and management the leadership role of supervisors, managers, professionals, executives and the importance of teamwork and group dynamics is well recognised. The ability to work as part of a team and possess team leadership abilities is increasingly vital for business and career success.

This Program aims to explore the nature of leadership, teamwork and team building and to equip those working in, or aiming for a career in, administration, supervision and management with the necessary knowledge to understand and to harness these important aspects of organizational life. It considers individuals’ motivations, the behaviour of teams, and leadership. The Program also aims to assist managers and leaders gain a better understanding of the leadership role in organizations as they rise in seniority.

Major Topics Covered in this Diploma Program include:

- Leadership, team building, the importance of leadership, work and organisations.
- Motivation, needs, wants, motivational theories, importance of achievement, psychology.
- Team behaviour, groups and teams, team work, perceptions, size and span of control.
- Synergy, groupthink, group behaviour, group dynamics, membership, norms.
- Team development, roles, formation, loyalty, communication. Learning curves, life cycles.
- The role of the leader. Leadership traits, theories, styles. Power, influence, relationships.
- Teams, leadership, organisational culture. Change. Twenty-first century teams & leaders.
- Virtual teams. Empowerment. Trust, support. Contemporary views: teams and leadership.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Leadership & Team Management.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Management & Administration.

THE 2008 FEE FOR THIS ‘CAREER PROGRESS’ DIPLOMA PROGRAM IS:
£190 or US$420 or Euros 320 paid in full on enrolment
(Instalment terms are not available for this Program)

This Fee includes the supply by registered airmail post of two professional Study & Training Publications, Stationery and a detailed ‘Study & Training Guide’. It includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC International Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Doris Ajokeh Wurie wrote from England:
“I have been able to draw inspiration from your Honours Diploma on Human Resource Development as it gained me entry to St Clements University where I am pursuing BSc in HR & Procurement Management; with your training I was selected ahead of others!”
INTERNATIONAL ‘CAREER PROGRESS’ DIPLOMA PROGRAM ON LOGISTICS, SUPPLY CHAIN & TRANSPORT MANAGEMENT

A Program about the importance of business logistics and supply chain management to the competitive strategy and revenue of a business

This management area has been described by many names, and activities may include physical distribution, materials management, transportation management, logistics, supply chain management, inventory, order processing, purchasing, warehousing, materials handling and packaging, aspects of which the Program considers.

The Program focuses on the planning, organizing and controlling of these activities - key elements for successful management in any organization. Emphasis is given to strategic planning and decision-making as an important part of the management process. The Program covers the managerial efforts which are directed towards setting the level of the logistics activities to make products and services available to customers at the time and place, and in the condition and form desired, in a profitable and cost-effective way.

Major Topics Covered in this Diploma Program include:

- Logistics/Supply Chain strategy, planning, costs. Implementing strategy, LSC channels.
- LSC customer service, order cycles. Sales service relationships. Levels, constraints.
- Order processing, time factors. Information and management systems. Prioritising.
- Transport systems, characteristics. Rail, air, truck, water. Competition, economies of scale.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Logistics, Supply Chain & Transport Management.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Materials Management.

THE 2008 FEE FOR THIS ‘CAREER PROGRESS’ DIPLOMA PROGRAM IS:

£190 or US$420 or Euros 320 paid in full on enrolment
(Instalment terms are not available for this Program)

This Fee includes the supply by registered airmail post of two professional Study & Training Publications, Stationery and a detailed ‘Study & Training Guide’. It includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC International Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

M M L Turay wrote from Scotland:

“CIC was the gateway to my achievement in life (academically and professionally). Since I did the courses with the College I had two MSc qualifications in Development Management and Health Policy, Planning and Financing from Glasgow Caledonian University and London School of Economics and Political Science respectively.”
INTERNATIONAL ‘CAREER PROGRESS’ DIPLOMA PROGRAM ON ORGANISATIONAL BEHAVIOUR

A Program to promote effective supervision and management through an understanding of the PRINCIPLES THAT GOVERN HUMAN BEHAVIOUR IN ORGANISATIONS

This Program considers an understanding of the principles of human behaviour in organisations as a key part of being a fully effective manager. These principles apply to sales, marketing, production, operations, finance, project and all areas of management, and to the organisation and direction of teams. They apply to all sectors of industry, commerce and public service, and the not-for-profit sector. The effects on people’s behaviour of policy and direction initiatives need to be understood by those taking decisions, and by supervisors, junior, middle and senior management and directors. Organisational performance is adversely affected if insufficient attention paid to its human aspect.

The Program covers the fundamental aspects of human behaviour, and how this is affected when people work in organisations. It also aims to assist practitioners gain a better understanding of the human aspects of organizations as they pursue career paths and maintain professional development.

Major Topics Covered in this Diploma Program include:

- Organisation and environment, organisational goals, aims, objectives. Decision-making.
- Perception: stereotyping, pigeonholing, compartmentalisation. Attitudes, values, beliefs.
- Learning, specialisation, development. Motivation processes and motivational theories.
- Personality, roles. Communication: two-way, barriers. Influence, power, authority, control.
- Delegating responsibility. Leadership, functions, styles. Teams, workgroups, development.
- Organisation structure and design, centralisation, decentralisation. Change management.

On successfully completing this Professional Program of Study you will:

- Be awarded the CIC Diploma on Organisational Behaviour.
- Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
- Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
- Have completed a Qualifying Program towards the International Honours Group Diploma on Human Resource Management.

THE 2008 FEE FOR THIS ‘CAREER PROGRESS’ DIPLOMA PROGRAM IS:

£190 or US$420 or Euros 320 paid in full on enrolment
(Instalment terms are not available for this Program)

This Fee includes the supply by registered airmail post of two professional Study & Training Publications, Stationery and a detailed ‘Study & Training Guide’. It includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC International Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Duressa Merera Debel wrote from Ethiopia

“Immediately I received my Diploma, my salary was increased by 45% and my post was raised to the TOP LEVEL. I am now working as Executive Director and as Board Chairman to SIES International Company. Now my family and I are very happy in our daily lives and I am very confident in my work.”
INTERNATIONAL ‘CAREER PROGRESS’ DIPLOMA PROGRAM ON
PROJECT MANAGEMENT

A Program ideal for managers of small or occasional projects who need to acquire the
KEY SKILLS REQUIRED FOR EFFECTIVE PROJECT MANAGEMENT

Project management is a field of enormous value to many different types of managers, businessmen, administrators, executives and entrepreneurs. Many types of people in many different fields who may not be trained professional project managers will at some time need to manage at least one project. Projects can be as diverse as setting up a market research project, arranging an event, relocating a company, choosing and installing a complex new computer system, a building project or running a campaign.

Most new ventures can benefit enormously from proven project management ideas and methods; it is not only large industrial projects that need careful organization, planning and control. Not everyone called upon to manage a project is trained as a specialist project manager, and few people have the time or the need to study to become a career project manager. This Program is intended to assist managers and people who need a practical introduction to project management, and those looking for careers in the field.

Major Topics Covered in this Diploma Program include:

- Project management processes, project objectives, time/cost relationship. Cost, quality.
- Customer and contractor project specifications, design, production, development.
- Documenting specifications. Organization, communication. Project managers and groups.
- Purchasing, specifying requirements, supplier selection, orders, receipts, assuring quality.
- Cost management, budgets, analysis, modifications. Changes, procedures, emergencies.
- Achievement measurement, progress monitoring. Corrective measures. Project closure.

On successfully completing this Professional Program of Study you will:

✓ Be awarded the CIC Diploma on Project Management.
✓ Have attained an accredited qualification at Level 4, equated to the British National framework at the same study level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 4.
✓ Have attained an accredited qualification for managerial and supervisory levels showing you possess competence in professional work activities.
✓ Have completed a Qualifying Program towards the International Honours Group Diplomas on Business Development, and Materials Management.

THE 2008 FEE FOR THIS ‘CAREER PROGRESS’ DIPLOMA PROGRAM IS:
£190 or US$420 or Euros 320 paid in full on enrolment
(Instalment terms are not available for this Program)

This Fee includes the supply by registered airmail post of two professional Study & Training Publications, Stationery and a detailed ‘Study & Training Guide’. It includes an Examination (despatched to the appointed Invigilator under registered cover) and the award of the CIC International Diploma when that has been passed. It also includes privileged access to the CIC Member Services Website.

Miguel Mbiavanga wrote from Holland:
“The turning point of my career was when I began studying with CIC. Thanks to CIC training I hold the post of Contract Management Assistant in the UN International Criminal Tribunal in The Hague.”
CIC’s INTERNATIONAL DIPLOMAS

There are CIC Members, Diplomates and Graduates in over 200 countries around the world - join them!

Below is an illustration of just one of CIC’s International Diplomas

---

You will be awarded a **CIC International Diploma as soon as** you successfully complete any **CIC International Diploma Program**, and have passed the Final Examination. **An award grade** based on your **Final Examination result** will be stated on YOUR International Diploma. Details of successful Members - Member Number, Name, Program, Result - are listed on CIC’s special Member Services website: [www.cambridgeinternationalcollege.co.uk](http://www.cambridgeinternationalcollege.co.uk) - which you can then show to employers, colleagues and friends.

A comprehensive **Course or Program Transcript**, stating the content, and your Certificate or Diploma award for each Course or Program you complete, is available for a small charge on your request to the College.
A CIC Honours Group Diploma is a prestigious award. Its holder will have demonstrated by study and examination success the potential to become a senior manager or administrator or senior executive in his or her chosen field of industry or management, accounting, finance, administration, commerce, business, or public service.

An Honours Group Diploma attests to its holder having successfully completed related CIC Diploma Programs plus an Advanced Program and having graduated with honours.

A CIC Honours Group Diploma holder is qualified to apply for ‘direct’ entry onto either a CIC BA Programme and/or onto CIC’s Advanced Mastery of Business Administration Programme, with the confidence of knowing that he or she has proved capable of studying successfully at high level.

To Qualify for the Award of an International Honours Group Diploma a CIC Member must:

Complete successfully FOUR related CIC ‘Qualifying Programs’ for that Honours Diploma, as listed beneath the CIC Honours Group Diploma Titles (see next page). The four Programs always include the Advanced Study of Theory & Practice of Management/Administration Program.

Note: The four “Qualifying Programs” do not need to all be studied together, they may be studied one or two at a time, and they may be studied in any order.

On successfully completing this Honours Programme of Study you will:

- Be awarded the appropriate CIC Honours Group Diploma.
- Have attained an accredited qualification at Level 5, equated to the British National framework at the same level as Higher National Diploma (HND) and National Vocational Qualification (NVQ) Level 5.
- Have completed a professional programme of study showing you possess professional competence in the application of significant management principles, responsibility for the work of others and for allocation of resources.
- Be qualified to join a CIC Baccalaureate (BA) and/or CIC Advanced Mastery of Business Administration (MBA) Programme with appropriate exemptions from the First and/or Second ‘Study Year’.

THE 2008 FEE FOR AN HONOURS GROUP DIPLOMA PROGRAMME IS:

Either: £650 or US$1,410 or Euros 1,100 if paid in full on enrolment, OR: an instalment of £290 or US$650 or Euros 490 each month for three consecutive months

This Fee includes supply by registered airmail post of Study & Training Manuals/Publications, Self-Assessment Tests, Recommended Answers and Progress Tests, Stationery and a detailed ‘Study & Training Guide’, and privileged access to the CIC Member Services Website. It also includes four Examinations and the award of four CIC Diplomas - one for each of the four Programs/Subjects when the Examination for it has been passed. The Fee also includes the award of the CIC International Honours Group Diploma when the Programme has been successfully completed.

Bruce Y Chen wrote from China (Honours Diploma Hospitality Management):
“I have completed the four Qualifying Programs and have been promoted to manager of the Front Office in a 4-star hotel. The Honours Group Diploma I am now expecting from you will meet my further ambitions for the future.”
CIC International Honours Diplomas

Beneath each CIC Honours Diploma title are listed the FOUR ‘Qualifying Programs’ to be completed for it.

In each Grouping the fourth - and compulsory - Program is:

- Advanced Study of Theory & Practice of Management/Administration

Honours Diploma on ADMINISTRATIVE MANAGEMENT:
- Office Management/Administration
- Computers & IT in Business & Management
- Insurance Principles & Practice OR Communication in Business & Management

Honours Diploma on BUSINESS ACCOUNTING & FINANCE:
- Business Bookkeeping & Accounts OR Cost Accounting
- Business Economics & Commerce OR Financial Management
- Accounting & Finance in Business & Management

Honours Diploma on BUSINESS ADMINISTRATION:
- Business Management & Administration
- Business Economics & Commerce OR International Business & Trade

Honours Diploma on BUSINESS DEVELOPMENT:
- Business Start-Up & Development
- Business Management & Administration OR Project Management

Honours Diploma on EXECUTIVE ASSISTANCE:
- Administrative/Personal Assistant/Secretarial Duties
- Office Management/Administration
- Business English & Letter Writing

Honours Diploma on HOSPITALITY MANAGEMENT:
- Hotel Operations & Management
- Tourism & Travel Agency Management
- Business Management & Administration

Honours Diploma on HUMAN RESOURCE ADMINISTRATION:
- Human Resource/Personnel Management
- Modern Management & Administration OR Organisational Behaviour
- Employee Development

Honours Diploma on MANAGEMENT & ADMINISTRATION:
- Modern Management/Administration
- Business Management & Administration OR Human Resource/Personnel Management
- Leadership & Team Management

Honours Diploma on MATERIALS MANAGEMENT:
- Stores Management & Stock Control
- Purchasing & Resourcing Management
- Logistics, Supply Chain & Transport Management OR Project Management

Honours Diploma on SALES & MARKETING ADMINISTRATION:
- Sales Management & Marketing
- Advertising & Public Relations
- Business Management & Administration OR Global Marketing Management

---

Valentina Malic (Honours Diploma Management & Administration) wrote from Montenegro:
“CIC study is the ideal ‘tool’ for wider understanding of business management. Thank you!”
Her employer wrote: “Ms Malic has very good organization skills which are regularly put to the test as Administrative Manager when dealing with the day-to-day workload of a large international organization with a large number of staff and large portfolio of activities.”

Mercy N Y LAfia wrote from England about CIC Honours Training:
“I am happy to have trained with CIC for the Honours Group Diploma on Management and Administration. I have gained immense understanding of the world of business and that puts me an important step forward.”
CIC’s HONOURS GROUP DIPLOMAS

There are ten different CIC Honours ‘Group’ Diplomas one of which is illustrated below.
YOU, too, can train to qualify for the award of one!

---

CIC Honours Diplomates qualify to proceed to CIC’s BA, ‘Mastery of Management’ Programs, and Higher Programmes, with exemptions from fee and study requirements where applicable.

---

You will be eligible to apply for the award of a CIC Honours Group Diploma as soon as you have completed the four relevant ‘Qualifying Programs’ or equivalent (see previous page) which in each case includes the Advanced Management/Administration Program. The Honours Group Diploma is awarded in addition to the CIC International Diploma awarded for each Program completed.
CIC BA - BACCALAUREATE - PROGRAMMES

Cambridge International College offers ambitious men and women a range of specialised BA Study Programmes. CIC’s BA Programmes are designed by professionals to develop the high-level skills and competencies vital in men and women seeking successful careers in business, commerce, finance, management, marketing, human resource and administration. Such training is essential in today’s competitive business world and increasing international trade and globalization.

Each of the two ‘Study Years’ of a BA Programme comprises four Core Subjects - a total of eight in the two ‘Study Years’.

The high quality CIC Study Materials compiled by experts ensure the acquisition of wide-ranging knowledge to help accelerate career development in administrative and managerial, business, marketing, human resource, finance and commercial environments. CIC BA Programmes lead to the award of CIC Baccalaureates - BAs - in:

- Business Administration (BBA)
- Commerce & Administration (BCom)
- English & Administration (BA Eng)
- Financial Administration (BFA)
- Human Resource Administration (BHA)
- Marketing Administration (BMA)
- Materials & Logistics Administration (BLA)

The Standard 2008 Fee for a complete BA Programme (both ‘Study Years’) is:

Either: £1,240 OR US$2,625 OR EUROS 2,100 if paid in full on registration
OR an Instalment of £210 or US$460 or EUROS 360 for eight (8) consecutive months

Note: the Fee includes despatch of Study Materials to the CIC Member, AND despatch of Examinations to the Invigilator, safely by registered/recorded delivery post. It also includes privileged access to the CIC Member Services Website. A separate Information Sheet on each BA Programme is available on request from the College.

CIC’s unique BA Programmes are structured to take account of each applicant’s present level of existing qualifications and/or work experience. Therefore, although many people will need to proceed through both ‘Study Year One’ and ‘Study Year Two’ of a BA Programme, applicants who are considered by CIC to be suitably qualified or experienced, might be granted Study Exemption from one or more of the Core Subjects taught in a ‘Study Year’.

For Registration onto a CIC BA Programme an applicant must be at least 20 years of age and have either (or both) of these ‘entry qualifications’:

- Academic/Professional Qualifications: To gain acceptance onto a CIC BA Programme an applicant must hold at least Certificate, Diploma or local equivalent examination passes, or hold other recognised examination-based Course, Program, Training or Study qualifications or awards acceptable to and recognised by CIC.

- Work/Practical Experience/Seniority Qualifications: Each of CIC’s BA Programmes highly values work experience, and a minimum of two or three years work experience at an appropriate level of responsibility is generally expected of applicants applying for registration onto a CIC BA Programme based upon their work experience alone.
**CORE SUBJECTS OF BACCALAUREATE PROGRAMMES**

‘STUDY YEAR ONE’ - THIS IS COMMON TO ALL BA PROGRAMMES

**CORE Subjects** studied in ‘STUDY YEAR ONE’ are:

1. Business Theory & Commercial Practice
2. Management & Administration of People in a Business Environment
3. Business English & Communication
4. Advanced Management & Administration Theory & Practice

**CORE Subjects** studied in ‘STUDY YEAR TWO’ of the Programme are:

**BACCALAUREATE IN BUSINESS ADMINISTRATION (BBA)**
5. Business Economics & Commerce
7. Business Finance & Accounting

**BACCALAUREATE IN COMMERCE & ADMINISTRATION (BCom)**
5. Business Economics & Commerce
7. Business Finance & Accounting

**BACCALAUREATE IN ENGLISH & ADMINISTRATION (BA ENG)**
5. Professional & Social English
7. Advanced English I

**BACCALAUREATE IN FINANCIAL ADMINISTRATION (BFA)**
5. Business Economics & Commerce
7. Cost Accounting

**BACCALAUREATE IN HUMAN RESOURCE ADMINISTRATION (BHA)**
5. Human Resource/Personnel Management
7. Leadership & Team Management

**BACCALAUREATE IN MARKETING ADMINISTRATION (BMA)**
5. Sales & Marketing Administration
7. International Business & Trade

**BACCALAUREATE IN MATERIALS & LOGISTICS ADMINISTRATION (BLA)**
5. Stores Management & Stock Control
7. Project Management

---

**Dionisio C Tavares** wrote from Angola about CIC Studies:
“The university teachers here recognised highly your teaching, and I gained more respect from them. Thank you for making me a VIP! My boss says promotion is coming.”

**Abdul H Yaqoub** wrote from Qatar about CIC Business Training:
“I am very thankful to your College which has made it possible for me to achieve what I have long desired to achieve. Now I have high academic and professional status.”
CIC’s BA Programmes

One of CIC’s range of Baccalaureate - BA - Awards is illustrated below. YOU, too, can train to qualify for the award of one!

You will be awarded the appropriate CIC - BA - Baccalaureate certification and award as soon as you have completed the Study & Training for both ‘Study Years’ and passed the BA Examinations. A Transcript and Grade Sheet will be awarded in addition to the CIC BA award.

Holders of a CIC BA (BBA, BCom, BFA, BHA, BLA, BMA, BA Eng) may choose to further specialise by studying CIC ‘Mastery of Management’ Programs, and are also qualified to proceed to Higher Programmes with CIC, with exemptions from fee and study requirements where applicable.
CIC ‘MASTERY OF MANAGEMENT’ DIPLOMA PROGRAMS

CIC conducts high level ‘Management Development’ Programs suitable for managers and administrators who have already gained CIC awards such as a CIC Honours Diploma, or equivalent qualifications acceptable to the College. These are high level Programs requiring a high level of ability in order to assimilate the advanced contents and to master them.

‘MASTERY OF MANAGEMENT’ DIPLOMA ON BUSINESS FINANCE & INVESTMENT

Program contents include:
- The Business Finance Environment
- A Framework for Financial Decision Making
- Investment Decisions Making
- Practical Aspects of Investment Appraisal
- Portfolio Theory and Pricing Models
- Business Finance, the Organisation of Business
- Financial Accounting Statements, Interpretation
- Investment Appraisal Methods
- Risk in Investment Appraisal
- Taxation, Inflation, Capital Rationing, Cash Flows

‘MASTERY OF MANAGEMENT’ DIPLOMA ON FINANCIAL STRATEGY & DECISIONS

Program contents include:
- Financing Decisions
- Cost of Capital Estimations, Discount Rates
- Gearing, Cost of Capital, Shareholders’ Wealth
- Integrated Decisions
- International Aspects of Business Finance
- Sources of Long-term Finance
- Secondary Capital Markets (Stock Exchange)
- The Dividend Decision
- Management of Working Capital
- Corporate Restructuring, Takeovers, Divestment

Note: “Financial Strategy & Decisions” can be enrolled for ONLY AFTER completing “Business Finance & Investment”

‘MASTERY OF MANAGEMENT’ DIPLOMA ON MANAGEMENT OF HUMAN RESOURCES

Program contents include:
- Individual Differences and Diversity
- The Nature of Learning, Learning Theories
- The Process of Perception
- The Nature of Work Motivation
- The Nature of Work Groups and Teamwork
- Job Satisfaction, Job Design, Work Performance
- Group Processes and Behaviour
- Staffing the Organisation
- The Nature of Work Groups and Teamwork
- Managing Change, Improving Performance
- The Nature of Work Groups and Teamwork
- Job Satisfaction, Job Design, Work Performance
- Human Resource Management
- Staffing the Organisation

‘MASTERY OF MANAGEMENT’ DIPLOMA ON CORPORATE STRATEGY & PLANNING

Program contents include:
- Concepts of Strategic Management and Policy
- Environmental Scanning, Industry Analysis
- Strategy Implementation: Staffing, Directing
- Strategy Formulation: Corporate Strategy
- Strategy Implementation: Organising for Action
- Corporate Governance, Social Responsibility
- Internal Scanning: Organizational Analysis
- Situation Analysis & Business Strategy
- Functional Strategy & Strategic Choice
- Evaluation and Control

‘MASTERY OF MANAGEMENT’ DIPLOMA ON ORGANISATIONAL DESIGN & BEHAVIOUR

Program contents include:
- Management & Organisational Behaviour
- Approaches to Organisation and Management
- Organisational Goals, Strategy, Responsibility
- Work Relationships, Behaviour, Performance
- Patterns of Structure and Work Organisation
- The Nature of Organisational Behaviour
- The Nature of Organisations
- Organisation Structure and Design
- The Environment, Social Systems, Operations
- Technology and Organisations

‘MASTERY OF MANAGEMENT’ DIPLOMA ON MANAGEMENT & LEADERSHIP

Program contents include:
- The Nature of Management
- The Qualities of Successful Managers
- The Nature of Leadership
- Organisational Development
- Management Development
- Managerial Behaviour and Effectiveness
- Managerial Styles, Systems and Philosophies
- Management Control and Power
- Culture, Conflict and Change
- Organisational Effectiveness and Learning

Dr Ross G Cooper from England wrote about six Programs studied:
“I hold the CIC Diploma in Management and Administration. The courses helped me gain an appreciation of management and to apply it to my workplace with success. They also provided the foundation for further studies in higher management at MBA level.”
‘MASTERY OF MANAGEMENT’ DIPLOMA ON INTERNATIONAL MARKETING

Program contents include:
- Global Marketing in the Firm
- The Political and Economic Framework
- Selecting International Markets
- Production Abroad and Strategic Alliances
- Global Logistics and Channel Decisions
- The Process of Internationalisation
- The Sociocultural Environment
- Entering International Markets and Exporting
- Global Competition and Strategy
- Control of Global Marketing Programmes

‘MASTERY OF MANAGEMENT’ DIPLOMA ON MARKETING STRATEGY

Program contents include:
- Strategic Marketing Planning
- Strategic Market Segmentation, Targeting
- Building Customer Relationships
- New Product Development
- Pricing Strategies
- Core Strategy, Satisfying Human Needs
- Strategic Positioning
- Creating Competitive Advantages
- Product Life-Cycle Strategies
- Strategic Marketing Overview

‘MASTERY OF MANAGEMENT’ DIPLOMA ON MANAGERIAL ECONOMICS

Program contents include:
- The Domestic Economic Environment
- Macroeconomic Issues
- Demand in Theory and Practice
- Pricing in Theory & Practice
- The International Economic Environment
- The Structure of the Economy
- Costs in Theory & Practice
- Government & Business

‘MASTERY OF MANAGEMENT’ DIPLOMA ON ORGANISATIONAL UNDERSTANDING & DEVELOPMENT

Program contents include:
- Individual Differences and Diversity
- The Process of Perception
- The Nature of Work Groups and Teamwork
- Group Processes and Behaviour
- Culture, Conflict & Change
- The Nature of Learning, Learning Theories
- The Nature of Work Motivation
- Management Control & Power
- Organisational Development & Effectiveness
- Management Development & Effectiveness

‘MASTERY OF MANAGEMENT’ DIPLOMA ON MONEY, BANKING & FINANCIAL SYSTEMS

Program contents include:
- Roles and Features of Financial Systems
- Interest Rates, Liquidity, Risk, Inflation
- Valuation of Assets, Rates of Return
- Demand for Money and Monetary Policy
- Equity Markets, Foreign Exchange Markets
- Financial System Operations, Risk, Structure
- Structure of Interest Rates, Premiums
- Banks and Money Supply
- Money Markets, Bond Markets
- Derivatives & Futures Markets, Options, Swaps

THE 2008 FEE FOR A ‘MASTERY OF MANAGEMENT’ PROGRAM IS:
£220 OR US$470 OR Euros 370 paid in full on enrolment
(Instalment terms are not available for these Programs)

The Fee includes the supply of the relevant substantial CIC Study Texts, Study Guide, Examination and the award of the relevant ‘Mastery of Management’ Diploma(s) on the successful completion of the Program(s) registered for. The Membership Study Period for a ‘Mastery of Management’ Diploma Program is one year from enrolment date, but Members may complete in shorter periods, or some might want to take longer to complete a Program. It also includes privileged access to the CIC Member Services Website.

Note: A separate Information Sheet on each Mastery of Management Program is available on request.

Lt. Col. G Emmanuel wrote from Rwanda about CIC Higher Studies:
“The knowledge and skills I have gained from CIC have helped me deal with challenges in leadership, business and communications, and I am now an effective Manager of Personnel. I already hold a CIC Post Graduate Diploma, and soon hope to gain a BBA.”
HOW TO PAY FEES AND ENROL FOR STUDY & TRAINING WITH CIC

There are four ways for you to enrol with CIC.  You can:-

Either complete the appropriate Enrolment/Registration Form and forward it to the College in Britain WITH the appropriate Fee payment by registered airmail post, fax, or scanned email. If you do not have the appropriate Enrolment/Registration Form, ask the College for one to be posted or emailed to you.

Or you can quickly download and print an Enrolment/Registration Form from CIC website: www.cambridgecollege.co.uk and forward it the College in Britain WITH the appropriate Fee payment by registered airmail post, fax, or scanned email.

Or you can complete an electronic Enrolment/Registration Form and send it electronically from CIC website www.cambridgecollege.co.uk ensuring that you give full details of the Fee payment you are making - note that the College CANNOT finalise your actual Enrolment until your Enrolment details AND a Fee payment are received at the College.

OR you can use the special Compact Enrolment/Registration Form on page 48, and forward it the College in Britain WITH the appropriate Fee payment by registered airmail post, fax, or scanned email.

YOU MAY SEND YOUR PAYMENTS TO CIC by whichever of these ways you find easiest:-

In CURRENCY NOTES: we accept British Pounds (£) or United States Dollars (US$) or Euros.

A “crossed” BANK DRAFT or INTERNATIONAL MONEY ORDER made payable to Cambridge International College.  Bank drafts and IMOs in British Pounds or Euros must be drawn on a bank in London; bank drafts and IMOs in US Dollars must be drawn on a bank in New York.  You must collect the bank draft from the issuing bank and send it yourself to the College in Britain by registered or recorded delivery - the issuing bank will not send it for you.

A WESTERN UNION AGENT can send your Fee to CIC; you can pay to the Western Union Agent in any currency. You can transfer your Fee through Western Union by Western Union ‘Quick Pay’ service:

For Transfers in British Pounds (£) send to Account No. AUK040697, to the Company Name of SERVICES TO MANAGEMENT, with the Company Code or Locale of SMCOLLEGE,UK

For Transfers in US Dollars (US$) send to Account No. AUI000187, to the Company Name of SERVICES TO MANAGEMENT, with the Company Code or Locale of STOM,UI

You can also transfer your Fee through Western Union by Western Union ‘Will Call’ service to:-

David Stephen LAWSON at Jersey, Britain.

In either case, post, fax, or scan and email a copy of the Western Union receipt to CIC in Jersey, Britain, stating clearly the 10-digit Money Transfer Control Number.

A MONEYGRAM AGENT in your country can transfer your Fee on your behalf; you can pay to the MoneyGram Agent in any currency.  Address the transfer to:- David Stephen LAWSON at Jersey, U.K.  Post, fax, or scan and email a copy of the MoneyGram receipt to CIC in Jersey, Britain, stating clearly the 8-digit MoneyGram Reference Number.

CREDIT CARDS: CIC can accept payments from American Express, Mastercard and Visa credit cards.  CIC MUST be sent all of the following items/details before a credit card payment can be made: - the card number and expiry date, and the three-digit security number on the back of the card, and - a signed letter from the cardholder stating his/her full name and address and authorising a stated sum of money to be paid to CIC, and - a clear copy of the front and signed back of the credit card itself.

CIC can accept payments by credit card ONLY if it is the card holder him/herself who is applying for registration/enrolment with CIC.  All charges to credit cards are made in British Pounds.

BRITISH POSTAL ORDERS are accepted; they should be crossed and payable to Cambridge International College.  Only BRITISH Postal Orders can be accepted.

By BANK TRANSFER direct to one of our ‘receive only’ Bank Accounts.  For more information about payments by bank transfer, contact the College.
Compact Enrolment/Registration Form

Please tick ✓ and write/type in the relevant sections:

I enclose herewith the sum of: (state AMOUNT and CURRENCY) ____________________

being the ☐ Full Fee  OR  being the ☐ first Instalment** of Fee for the Study & Training
I wish to undertake with CIC. (**instalment terms are not available for all Programs)

PAYMENT IS IN THE FORM OF (see page 47):
☐ currency notes  ☐ bank draft/IMO  ☐ British postal orders
☐ bank transfer (attach bank receipt)  ☐ Credit Card (attach copies etc)
☐ Western Union 10-digit money transfer control number: ____________________
☐ MoneyGram 8-digit transfer reference number: ____________________

The Study & Training I am paying Fee for and wish to undertake with CIC is:
(write the exact title and the page number as stated in this Prospectus):

____________________________________________________

____________________________________________________

My FULL Name is:________________________________________

My FULL Postal Address is:________________________________

Email address: __________________________ Date of birth: ______________

Previous qualifications if any (Certificates, Diplomas, Degrees, etc) awarded on examination success - attach photocopies (and transcript/contents if available) - or attach to your CV:

________________________________________________________________

________________________________________________________________

Work experience; state start & finish dates, positions, work activities - or attach details and employer work references to your CV or Resumé:

________________________________________________________________

________________________________________________________________

Special needs/requirements, if any: ___________________________________

I agree to and accept the Terms and Conditions of Registration of the College, as stated on its full Enrolment/Registration Forms and website, and I agree to abide by all CIC Rules and Regulations in force and as they might be amended or added to from time to time.

Signed: ______________________________________ Date: __________________

48
OPEN & DISTANCE LEARNING QUALITY COUNCIL

★ CIC is ACCREDITED by the Open & Distance Learning Quality Council, formerly the Council for the Accreditation of Correspondence Colleges. The ODLQC was founded in July 1969 with the approval of the Secretary of State for Education and Science, and continues to benefit from governmental support and cooperation.

★ The ODLQC is the organization in Britain responsible for accrediting British colleges which provide education by open, distance-learning and correspondence. ODLQC Accreditation confirms CIC’s high quality of administration, tutorial methods and educational materials, and ensures that CIC continues to meet high standards of service and quality.

THE BRITISH INSTITUTE FOR LEARNING AND DEVELOPMENT

★ CIC is a MEMBER of the British Institute for Learning and Development (BILD), formerly the British Learning Association, formed under guidance of the Department for Education & Skills.

★ BILD is recognised as a major force for quality and good practice. BILD is committed to innovation, excellence and best practice in learning, professional performance, credibility, development, and expertise. BILD Members are specialists in open, flexible and distance learning. BILD Membership assures you of CIC’s commitment to the Code of Conduct, of CIC’s quality, good practice and standards of professionalism.

ASET - ACCREDITATION AND AWARDS FOR EDUCATION & TRAINING

★ CIC Career Development Diploma Programs and various other CIC Programs are ACCREDITED by ASET at Level 4, equated on the British National Framework as the same study level as HND, undergraduate study and NVQ 4. CIC Honours (Advanced Professional) Diplomas and other CIC awards are accredited by ASET at Level 5.

★ CIC is a licenced ASET Centre, and is approved by ASET to deliver awards. CIC meets quality standards for the provision of vocational learning programmes. ASET is a national awarding body recognised by the British Government Department for Education & Skills and the Qualifications & Curriculum Authority (QCA).

★ CIC Members can register with CIC for ASET certificates confirming their CIC Diplomas are accredited awards, that CIC is an accredited College, and that ASET is a National Awarding Body recognised by the Department for Education & Skills and QCA.

INSTITUTE OF PROFESSIONAL MANAGERS & ADMINISTRATORS

★ CIC is an IPMA Approved Provider of quality management training. CIC Diploma holders are eligible for IPMA Membership and qualify to take IPMA Advanced Certificate Examinations. The IPMA is a professional Membership body, recognising reputable qualifications and work experience. Like Cambridge International College, IPMA is listed in “British Qualifications”.

49
THEY SUCCEEDED - SO CAN YOU!

CIC TRAINS MEN AND WOMEN - OF ALL EDUCATIONAL BACKGROUNDS, IN COUNTRIES ALL OVER THE WORLD - FOR REWARDING CAREERS.

CIC CAN TRAIN YOU QUICKLY, ENJOYABLY AND AT A LOW FEE

CIC specialises in Professional Training from Britain on:


to gain a wide range of CIC awards from Britain, including:

International Certificates and Diplomas
Honours, Higher and Advanced Diplomas
Baccalaureates (BBA, BMA, BHA, BFA, BCom, BA Eng, BLA)
Advanced Mastery of Business Administration (MBA)

CAMBRIDGE INTERNATIONAL COLLEGE

International HQ: College House, Jersey JE3 2DB, Britain.
Tel/fax: + 44 (0)1534 485485 Email: info@cambridgetraining.com
Website: www.cambridgecollege.co.uk