



BRITISH INTERNATIONAL COLLEGE OF PROFESSIONAL MANAGEMENT

**CAMBRIDGE INTERNATIONAL COLLEGE**

Professional Study & Training for Successful Careers

International HQ: Attique House, Route de Quennevais, St Brelade, Jersey JE3 8FP, Britain.

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# 2025 PROSPECTUS

**International Diplomas & Higher Programmes**

*Professionally Designed for Career Success and Development*

**Accredited. Experienced. Flexible.**

*An Accredited International College  
Founded in 1935*

*Professional Study & Training  
for Successful Careers Worldwide*





Principal Dr Stephen Lawson, MAEd, PhD, Vice Principal David Lawson, BSc, MBA, and the experienced staff of this professional, accredited British International College, are dedicated to your study success, to helping you achieve your personal career goals, and to helping your career advancement. We are pleased to welcome you:-

"Whatever your education, experience and ambitions, and wherever in the world you live, this accredited British College offers you the opportunity to undertake high-quality study, training and education by distance-learning. We provide you with everything you need for success - rapidly, enjoyably and at an affordable fee."

***Professional study, training and education gives YOU the opportunity of achieving***

- \* INTERNATIONAL AWARDS**
- \* PROMOTION & ADVANCEMENT**
- \* REWARDING JOBS & HIGH PAY**
- \* KNOWLEDGE, SKILL, ABILITY**
- \* CONFIDENCE & RESPECT**
- \* SUCCESSFUL CAREERS**



***Your Accredited  
British International College***



## Who should study with CIC?

For over 90 years, men and women worldwide, of all ages and work experience - some seeking jobs and many already employed in a huge range of careers - have enrolled and studied with CIC to improve their confidence, to invest in their future prospects, to gain promotion and top jobs, to seek new challenges, and to gain international awards. So the answer is: anybody aiming for personal development, for greater knowledge, or for career success, should study with this accredited British College. This includes anyone in any of these categories:

- School-leavers seeking good jobs, career-focused skills and awards
- Non-managerial and junior employees aiming to achieve managerial roles or promotion
- Supervisors and mid-level personnel aiming for promotion, higher pay, or advancement
- Middle and higher level managers and employees aiming for senior and executive roles
- Business owners and directors aiming to improve their ability and the success of their organizations
- Entrepreneurs requiring the skills and knowledge needed to start or run a profitable business
- Men and women seeking new, better and more rewarding careers with greater prospects
- Ambitious men and women aiming for high-quality awards, and executive study and training
- Men and women seeking to improve skills, knowledge, understanding, competence & employability

**Cambridge International College, Attique House, St. Brelade, Jersey, JE3 8FP, Britain**

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## YOU CAN STUDY FOR:

- p **04 - 27:** International Diplomas
- p **28 - 30:** Honours/Higher Diplomas
- p **32 - 33:** Baccalaureate
- p **34 - 37:** Executive Business Administration (EBA)
- p **38 - 41:** Mastery of Management Graduate Diplomas
- p **42 - 43:** Executive Mastery of Business Administration (EMBA)

*(See our website for details of the Executive Mini MBA Programme)*

**CIC is accredited, quality-assured, approved & Government-recognised:**

- ASIC, ILM C&G, ICDE and more

**What is included in the Course Fee:**

- Your **registration** as a Member with CIC
- High-quality **Study & Training Materials**
- Detailed **Study & Training Guidance**
- Tutorial **Support**, Exams, Assessment
- Your **Diploma** or **Higher Award**

**How to Enrol, & How to Sit Exams:**

- Simple to do, straightforward to arrange

**Excellent Reasons to Enrol with CIC:**

- Many Benefits, High Quality, Personal Care

*see pages 44 & 45 for details of all the above*

**Fast-track your career with expert courses & valuable qualifications**

# **PROFESSIONAL, ENJOYABLE, AFFORDABLE, ACCREDITED - FLEXIBLE STUDY, TRAINING and EDUCATION by DISTANCE-LEARNING**

## **International Diplomas (pages 4 to 27)**

These expertly produced Diploma Programs provide essential vocational, practical and relevant knowledge with rapid learning so that Members can carry out job roles competently and efficiently, can gain good employment, promotion, rewarding jobs and respect. Whether you are already employed, or are starting on a new career path, a CIC Diploma will help you achieve your aims.

- Accounting & Finance in Business & Management
- Administrative, Personal Assistant & Secretarial Duties
- Advanced Management & Administration Theory & Practice
- Advertising & Public Relations
- Banking & Bank Operations
- Business Bookkeeping & Accounts
- Business Economics & Commerce
- Business English & Letter Writing
- Business Entrepreneurship & Organisation
- Business Management & Administration
- Classroom Management & Psychology for Teachers
- Commercial Practice & Law
- Communication in Business & Management
- Computers & IT in Business & Management
- Cost Accounting
- Credit Management & Control
- Digital & Online Marketing
- Early Childhood Care & Education
- Educational Psychology & Administration
- Environmental Concerns & Protection
- Essential Everyday English
- Events Management
- Financial Management
- Health & Safety in the Workplace
- Hospitality Industry & Administration
- Hotel Operations & Management
- Human Resource & Personnel Management
- Insurance: Principles, Practice & Administration
- International Business & Trade
- International Relations & Global Politics
- Journalism, Mass Media & Professional Writing
- Leadership & Team Management
- Logistics, Materials & Supply Chain Management
- Management & Administration
- Marketing & Sales Management
- Office Management & Administration
- Organisational Behaviour
- Professional English (Everyday & Business Use)
- Project Leadership & Management
- Public Management & Administration
- Purchasing & Resource (Procurement) Management
- Recreational Sport & Leisure Management
- Retail Management & Customer Relations
- School Leadership & Management
- Stores, Inventory & Warehouse Management
- Supervisory Management
- Supply Chain Strategy & Organisation
- Tourism & Travel Management

## **International Honours (Higher) Group Diplomas (pages 28 to 30)**

The Honours Diploma Programme design allows Members to study a group of related Subjects and also gain a wide-ranging knowledge of important topics on organisation, leadership, motivation and strategy. An Honours Diploma provides competence, understanding and the potential to become a successful manager, administrator or executive, and to achieve rewarding well-paid posts.

- Accounting, Banking & Finance Management
- Administrative Management
- Banking, Finance & Business Management
- Business Accounting & Finance
- Business Administration
- Business Development
- Computers & IT Management & Administration
- Construction & Project Management
- English & Communication
- Executive & Secretarial Assistance
- Facilities Management
- Hospitality Management
- Human Resource Administration
- International Business & Global Politics
- Management & Administration
- Management & Leadership
- Management & Workplace Safety
- Marketing Administration
- Materials & Logistics Management
- Media & Communication Management
- Oil & Gas Management & Administration
- Police Leadership & Management
- Procurement & Supply Management
- Project Management
- Retail Marketing & Management
- Security Management & Administration
- Teaching & School Management
- Transport & Logistics Management

## **Executive Mini MBA**

This Course is designed to enhance career progress, advance personal and professional development, and improve work success through developing MBA critical thinking skills, tactical behaviour and dynamic strategic awareness. There is also the option to study the Executive Mini MBA with a Specialization area. See the CIC website for details or ask for information to be emailed to you.

# INTERNATIONAL AWARDS and INTERNATIONAL QUALIFICATIONS - ACHIEVE YOUR CAREER AMBITIONS and DEVELOPMENT GOALS

## Baccalaureate (BAC) (pages 32 to 33)

This flexible 2-year Programme covers a wide-range of subjects for ambitious men and women seeking high-level skills, competencies and careers in business, management & administration, in commerce, industry or government, based on an excellent foundation of management skills, professionally taught.

- Accounting Administration
- Business Administration
- Commerce & Administration
- Computers & IT Management & Administration
- Economics, Business & Administration
- Educational Leadership & School Administration
- English & Administration
- Environmental Management & Administration
- Financial Administration
- Hospitality Administration
- Human Resource Administration
- HR & Occupational Health & Safety Administration
- Insurance, Risk Management & Administration
- Leadership & Administration
- Management & Administration
- Marketing Administration
- Materials & Logistics Administration
- Project Administration

## Executive Business Administration (EBA) (pages 34 to 37)

The enjoyable, rewarding, flexible 3-year EBA is for men and women ambitious to achieve high-level competence and understanding, and be successful, effective leaders, executives, senior managers and entrepreneurs. It provides high-level managerial and specialist knowledge in a chosen subject.

- Accounting Administration
- Banking & Finance Administration
- Business Administration
- Commerce & Administration
- Communication & Media Administration
- Construction Management & Administration
- Economics & Administration
- Education, School Leadership & Administration
- English & Administration
- Finance & Investment Administration
- Hospital Management & Health Administration
- Hospitality & Events Administration
- Human Resource Administration
- International Business & Administration
- International Relations & Administration
- IT Systems & Database Administration
- Leadership, Strategy & Administration
- Management & Administration
- Marketing Administration
- Materials & Logistics Administration
- Project Management & Administration
- Public Administration, Policy & Management
- Training & Development Administration
- Transport Management & Administration

## Mastery of Management Graduate Diplomas (pages 38 to 41)

These Programs provide the opportunity to study high-level specialist subjects and market-leading content which can be applied professionally at work, and distinguish you as an expert. They are for men and women aiming to be specialist senior managers, directors, executives and professionals.

- Accounting for Decision Makers
- Business Finance & Investment
- Business Law
- Corporate Strategy, Policy & Planning
- Events Management
- Financial Strategy & Decisions
- International Marketing
- International Relations & Politics
- Management & Leadership
- Management of Human Resources
- Managerial Economics
- Marketing Strategy
- Money, Banking & Financial Systems
- Operations & Quality Management
- Organisational Design & Behaviour
- Organisational Understanding & Development
- Project Management (Advanced)
- Real Estate (Property) Management

## Executive Mastery of Business Administration (EMBA) (pages 42 to 43)

The EMBA provides career-oriented knowledge, high-level graduate understanding and rapid learning. It covers core subjects essential for directing the operations and management of enterprises, and specialisation subjects. It is designed for high-level career development to well-paid executive positions.

- Accounting & Management
- Business Management
- Economics & Business
- Financial Management
- Hospitality Management
- Human Resource Management
- International Business & Management
- Law & Management
- Leadership & Management
- Logistics & Supply Chain Management
- Marketing Management
- Organisational Management
- Project Management
- Strategic Management

## Accounting & Finance in Business & Management

**Introduction:** This Program teaches how to record financial transactions, interpret accounting data, and prepare accounts; and how to manage costs, working capital, profits, finances and investments, and make wise financial decisions. It covers bookkeeping and the preparation of final accounts, cost accounting, budgets and budgetary control, credit, bank accounts, and more.

**Topics Covered in this Diploma Program include:** **This Diploma Program is ideal for:**

- Accounting information, concepts and functions.
  - Ledgers, double-entry bookkeeping, businesses.
  - Business finance, capital, shares, loans, liability.
  - Investments, financial decisions, working capital.
  - The trial balance, depreciation, bad debts.
  - Trading, manufacturing, profit & loss accounts.
  - Balance sheets, equity, assets, liabilities.
  - Interpreting accounts, ratios, break-even analysis.
  - Planning, forecasts, budgets, income, expenses.
  - Stock control, stocktaking, value, work-in-progress.
  - Bank accounts, credit control, cash & funds flow.
  - Gross and net profit, auditors, auditing, pricing.
  - Cost accounting, standards, variance, overhead.
  - Partnership, departmental, branch & HP accounts.
  - Financial assets, returns, risk, strategy, gearing.
- ✓ bookkeepers, accountants, finance personnel
  - ✓ business people, supervisors, managers
  - ✓ promotion and preparing for managerial posts
  - ✓ careers in the finance and accounting fields
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Asmerom Ebuy Kelkel**  
wrote from **Ethiopia:**

*"I heard of CIC from a friend. It opened a door of opportunity to widen my accounting and finance knowledge. CIC was the right path to realize my career vision. I applaud the hard work and continued support of the staff throughout my educational journey."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Administrative, Personal Assistant & Secretarial Duties

**Introduction:** This Program teaches how to become a competent, efficient administrative assistant, PA and private secretary with a wide range of skills. Such a person is greatly valued and can command a good salary and benefits. The Program covers office control, personnel and office management, supervision, safety, records and IT, communications, and more.

**Topics Covered in this Diploma Program include:** **This Diploma Program is ideal for:**

- The PA/Secretary, work, attributes, relationships.
  - Office environment, layout, design, equipment.
  - Business letters, memos, emails, forms, reports.
  - Filing, computers & IT, data, databases, security.
  - Incoming & outgoing mail, sorting, despatching.
  - Reception work, visitors, making appointments.
  - Meetings, appointments, agendas, minutes.
  - Arranging travel, managing events, conferences.
  - Effective communication: oral, visual, electronic.
  - Principles of bookkeeping, petty cash, banking.
  - Invoices, receipts, bills, financial records.
  - Recruiting personnel, advertising, interviewing.
  - Training, supervising, controlling, counselling.
  - Health & safety, job analysis, job descriptions.
  - Principles of management, aiming for promotion.
- ✓ secretaries, PAs, administrators, office staff
  - ✓ promotion and preparing for managerial posts
  - ✓ supervisors, managers, receptionists
  - ✓ secretarial, HR/personnel, supervisory careers
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Lisa Porai**  
wrote from the **Solomon Islands:**

*"I would like to thank CIC for the Diploma on Administrative, Personal Assistant & Secretarial Duties which really helped my self development. And after I received my award I acquired a good promotion and increment in my salary. Once again, thank you very much!"*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Advanced Management & Administration

**Introduction:** This excellent Program teaches the theory and practice of management, leadership, strategy, motivation, change and the business environment. It provides a valuable advanced understanding of key topics and clearly explains useful concepts, the reasons for them, how to apply them as a manager and leader, and how to make strong management decisions.

**Topics Covered in this Diploma Program include:** **This Diploma Program is ideal for:**

- Principles of management, classical theorists.
  - Scientific management, authority, discipline.
  - Mission statements, vision, values, executives.
  - Organisations, objectives, ownership.
  - Systems theory, coordination, structure, control.
  - Organisation structure, development, charts.
  - International management: teams, structures.
  - Motivational theories, theorists, psychology.
  - Leadership theories: style, contingency, theorists.
  - Workgroups, behaviour, norms, cohesiveness.
  - Managing change, culture, learning organizations.
  - Entrepreneurs, innovation, business environment.
  - Communication theory, delegation, authority.
  - Strategic management, competition, theorists.
  - Corporate policies, ethics, social responsibility.
- ✓ managers, leaders, supervisors, executives
  - ✓ promotion and preparing for managerial posts
  - ✓ business people & owners, entrepreneurs
  - ✓ careers in management and administration
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Jeremy Claringbould**

wrote from **England:**

*“CIC has hands down been the best College I have studied at, with helpful, friendly, quick to respond staff. Study Materials*

*are very interesting, informative and easy to understand. I highly recommend CIC for anyone looking to further themselves. You won't regret it!”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Advertising & Public Relations

**Introduction:** This interesting Program clearly covers the types, functions and features of advertising, media and advertising agencies, and their role in selling products. It explains the benefits of good PR and its importance to business success; it deals with preparing and conducting effective PR programmes and campaigns, and managing PR companies and clients.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Features, types and aims of advertising.
  - Advertising: producers, vendors, consumers, media.
  - Markets, marketing, communication, research.
  - Types of advertisers: individuals, business, others.
  - Adverts: print, broadcast, mail, transit, radio, TV.
  - Website design, social media, viral marketing.
  - Advertising agencies: functions, organisation, staff.
  - Advertising executives, jobs, costs, revenue, fees.
  - Creating print, radio, television, textual adverts.
  - Speciality, point of sale advertising, direct-mail.
  - Principles of design, layout, the promotional mix.
  - Public relations theory, public opinion, managers.
  - Internal PR departments, external PR consultancy.
  - Promotional campaigns, sales promotion, control.
  - Planning campaigns, budgets, measuring results.
- ✓ advertising, media, PR staff and personnel
  - ✓ promotion and preparing for managerial posts
  - ✓ sales and marketing personnel, researchers
  - ✓ business owners, managers, journalists
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Halima Sadala**

wrote from **Tanzania:**

*“I completed my CIC Diploma and straight away got promoted to Senior Consultant at the company I work with. My special*

*thanks go to CIC and I really appreciate the great training offered. It is my hope and plan to be re-enrolling for further study with CIC soon.”*

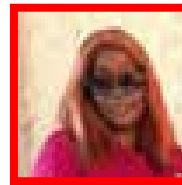
- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Banking & Bank Operations

**Introduction:** This Program explains how banks work, and what bank employees and finance professionals should know. It provides an understanding of all types of banking from retail to investment banking, and about global and central banking. It covers the wide variety of banking activities, explaining why banks are so important and how their activities impact on modern life.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Banking explained, money, borrowers, purposes.
  - Retail banking, deposits, loans, mortgages, services.
  - Corporate banking, lending, credit, project finance.
  - Bank operations, capital, liquidity, reserves, clearing.
  - Asset & liability management, loan policy, trading.
  - Bank financial statements, interest rates, deposits.
  - Investment banking, services, trading, mergers.
  - Mutuels, finance houses, credit unions, insurance.
  - International banking, foreign exchange markets.
  - Financial instruments, bills, bonds, currency, yields.
  - Futures, swaps, options, debt, derivatives markets.
  - Speculators, markets, debt markets, stockbroking.
  - Central banks, regulation, compliance, disclosure.
  - Monetary policy, supply, demand, discount rates.
  - Economy, quantitative easing, money laundering.
- ✓ banking, finance, lending, stockbroking
  - ✓ promotion and preparing for banking posts
  - ✓ bank personnel, investment, financial trading
  - ✓ financial and business consultants, economics
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Carine Assoumou**

wrote from **Ivory Coast:**

*“CIC is an International College that gives global recognition to members. I received recognition and promotion at the World Bank*

*with an excellent salary with my CIC Diploma. I am grateful to CIC for the opportunity it gave me to study international programmes.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Business Bookkeeping & Accounts

**Introduction:** Studying this interesting, popular Program quickly provides a detailed understanding of bookkeeping and the principles of accounting. It teaches how to maintain accurate books of account, prepare complete accounting statements - manually or by computer - and to deal with credit, banking, inventory, and many related accounting and business matters.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- The ledger, cash, purchases, sales, returns books.
  - Double-entry bookkeeping, accounting terms.
  - Bank accounts, bank reconciliations & statements.
  - Opening a new set of accounts, trial balances.
  - Preparing final accounts, journals, adjustments.
  - Stocktaking, value, work-in-progress, depreciation.
  - Prepayments, accruals, bad debts, provisions.
  - Manufacturing, trading and profit & loss accounts.
  - Gross and net profit and loss, prime cost, returns.
  - Balance sheets, layout, accounting ratios, goodwill.
  - Reserves, loans, overdrafts, foreign exchange.
  - Limited liability companies, partnership accounts.
  - Capital, shares, dividends, drawings, discounts.
  - Departmental, branch & hire purchase accounts.
  - Computerised accounting, cost accounting.
- ✓ bookkeepers, accounts & finance personnel
  - ✓ promotion and preparing for accounting posts
  - ✓ managers, project managers, business owners
  - ✓ bookkeeping, accounting, supervisory careers
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Mohamed Ibrahim Mohamed**

wrote from **Somalia:**

*“I thank CIC for giving me such a theoretical and practical course. It really upgraded my knowledge and skills. Due to this course I*

*have achieved promotion in the organisation I work for and am progressing well in my career. Thank you for your constant support.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA



## Business Economics & Commerce

**Introduction:** This Program covers key economic matters that affect businesses, explaining about demand, consumer choice, supply, and factors influencing them; it covers production, pricing strategy and competition. It teaches about commerce, focusing on how the business environment works: transport, distribution, import, export, banking, credit, insurance, profit, turnover, finance and more.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- *Economic systems, theories, activities and laws.*
  - *Consumer income, products, choice, behaviour.*
  - *Budgets, satisfaction, utility, indifference curves.*
  - *The factors of production: land, capital, labour.*
  - *Capital and working capital, business finance.*
  - *The role of money, revenues, turnover, gross profit.*
  - *Sole owner businesses, partnerships, companies.*
  - *Fixed, marginal and variable costs, costing.*
  - *Government involvement in business & economics.*
  - *Supply & demand: causes and effects of changes.*
  - *Pricing decisions and strategy, market structure.*
  - *Price elasticity of demand, competitive advantage.*
  - *Economies of scale, integration, production policy.*
  - *International trade, export, commercial documents.*
  - *Banking, insurance, transport, distribution, credit.*
- ✓ *business owners, managers, directors*
  - ✓ *promotion and preparing for managerial posts*
  - ✓ *economists, importers, exporters, bankers*
  - ✓ *careers in finance, economics, production*
  - ✓ *gaining knowledge, understanding, respect*
  - ✓ *professionalism, competency, confidence*



**Ngala Nfor Hashan**

wrote from **China:**

*"Thanks to CIC I am a teacher in a University in China. CIC's rich and up-to-date study materials amaze me. I discuss the business*

*and economics topics with my own students who show great enthusiasm. My gratification to this fantastic accredited international institution."*

- ❖ **Study level: Level 4**      ❖ **Program duration: 1 year (flexible study, the average is 6 to 15 months)**
- ❖ **Minimum age: 18 years**      ❖ **Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA**

## Business English & Letter Writing

**Introduction:** This Program shows how to master the art of effective business letter writing; it teaches how to understand and use business terms and write letters professionally on many topics. Using many specimens it shows how to create letters with the correct wording, grammar, spelling, tone and layout to achieve their objectives, and to inspire confidence in the recipients of those letters.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- *Business letter objectives, language, layouts.*
  - *Constructing sentences, paragraphs, punctuation.*
  - *English used in business letters, technical terms.*
  - *Improving English, writing style and vocabulary.*
  - *Conjunctions, verbs, nouns, pronouns, adjectives.*
  - *Abbreviations, dictionaries, spelling, checking.*
  - *Letters about recruitment, employment, promotion.*
  - *Letters on work-related matters, recommendations.*
  - *Internal and external communications, meetings.*
  - *Sales, response, follow-up letters, sales literature.*
  - *Quotations, tenders, orders, proforma invoices.*
  - *Letters of complaints and responses, agreements.*
  - *Accounts letters, credit notes, statements, trade.*
  - *Letters to lawyers, banks, professionals and others.*
  - *Word processing, computers, email, filing systems.*
- ✓ *government, business and professional staff*
  - ✓ *secretaries, PAs, administrators, office personnel*
  - ✓ *HR, supervisory, sales and marketing personnel*
  - ✓ *writers, communicators, journalists, teachers*
  - ✓ *gaining knowledge, understanding, respect*
  - ✓ *professionalism, competency, confidence*



**Willie Maeobia**

wrote from **Australia:**

*"I am forever grateful and highly recommend CIC to anyone to enrol, study and make dreams come true. I obtained a diploma*

*in Business English & Letter Writing and since then have published two books! Big things happen at Cambridge International College."*

- ❖ **Study level: Level 4**      ❖ **Program duration: 1 year (flexible study, the average is 6 to 15 months)**
- ❖ **Minimum age: 18 years**      ❖ **Further studies? Yes: Honours Diploma, Baccalaureate, EBA**

## Business Entrepreneurship & Organisation

**Introduction:** This Program provides essential knowledge with practical advice from successful business owners with vast experience of running profitable businesses. It explains how to prepare a business plan, put ideas into practice, manage finance, premises, selling, accounts and staff. It teaches how to start a business and how to run it profitably - and about business dangers to avoid.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Starting a business, business plans, raising capital.
  - Taking over a business, the asking price, goodwill.
  - Goods, services, products; categories of business.
  - Business ownership: sole owners, partnerships.
  - Limited liability companies, features, profit, franchise.
  - Business location factors, renting premises, leases.
  - Services, machines, furniture, displays, insurance.
  - Markets, consumers, corporate buyers, competition.
  - Ordering goods, choosing suppliers, stock control.
  - Salesmanship, demonstrations, sales promotions.
  - Advertising, media, public relations, websites.
  - Employing, training and controlling staff, delegation.
  - Forecasting, budgets, overhead, working capital.
  - Bills, credit, banking, bookkeeping, accounting.
  - Economics, transport, communication, import, export.
- ✓ entrepreneurs, business people, managers
  - ✓ starting and running profitable businesses
  - ✓ financial advisors, economists, accountants
  - ✓ careers in business, sales, marketing, HR
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Steven Holmes**

wrote from **Papua New Guinea:**  
*"After completing my Business Organisation studies I was given a position in a retail business to supervise and manage its Human*

*Resource and Accounts and Finance Section. My success story is due to CIC, which has given me a golden plate."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Business Management & Administration

**Introduction:** This Program provides expert business skills and knowledge for efficiency, competence and profitability in business, industry and commerce. Business managers and administrators must be proficient in management, finance, accounts, controlling costs, planning, human resource, purchasing, marketing, inventory, computers, communication and more - which this Program covers.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Financing business, sources of capital, shares.
  - Working capital, cash and funds flow, liquidity.
  - Revenue, income, expenditure, overheads.
  - Sole-proprietors, partnerships, limited companies.
  - The board of directors; business organisation.
  - The business environment, planning, forecasting.
  - Competition, location, skills, market potential.
  - Personnel management, health & safety, motivation.
  - Selling, sales and marketing management.
  - Market research, sales promotion, pricing policy.
  - Office management, structure, communication.
  - Production management, equipment, technology.
  - Stock control, costs, levels, purchasing, discounts.
  - Accounting, budgets, credit control, costing.
  - Financial records, computer systems, IT, security.
- ✓ business people, managers, administrators
  - ✓ promotion & careers in business management
  - ✓ business owners, supervisors, entrepreneurs
  - ✓ careers in finance, marketing, production, HR
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Nikoloz Meskhishvili**

wrote from **Georgia:**

*"I heard from the British Council about CIC's programs. It inspired me to gain knowledge, vocational skills and competence by distance*

*learning. CIC qualifications have supported me through my career and I now run a government-funded institution for local communities."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Classroom Management and Psychology for Teachers

**Introduction:** This Program teaches how to become an exceptional teacher, to manage classrooms, to support, motivate and encourage students, to achieve academic improvement and prevent misbehaviour. It is filled with practical advice and strategies for managing classes, student behaviour and psychology, discipline, teaching styles, learning styles, lesson-planning and student safety.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Education, teachers, pupils, classes, curriculum.
  - Classroom management, community, rules, trust.
  - Educational psychology, student needs, Maslow.
  - Student motivation, motives, intrinsic and extrinsic.
  - Student achievement, involvement, engagement.
  - Improving learning, memory and attention, methods.
  - Student backgrounds, cultural, social, economic.
  - Standardised & blended teaching, critical thinking.
  - Teaching styles, the right style, teacher behaviour.
  - Cooperative, passive & active learning, themes.
  - Planning & preparing lessons, aims, outcomes.
  - Assessments, grading, corrections, comments.
  - Discipline, misbehaviour, conflict, teacher response.
  - Student learning difficulties, IT & media in teaching.
  - School security, health & safety, accident prevention.
- ✓ teachers, teaching assistants, head teachers
  - ✓ promotion and preparing for teaching posts
  - ✓ child/student psychology, school administration
  - ✓ careers in teaching, education, learning
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Abdifatah Abdullahi Hassan**

wrote from **Kenya:**

*“CIC made me special and valuable by offering high quality education. I achieved the CIC Diploma in Classroom Management and I*

*now work for Lutheran World Federation as a teacher. I gained my position because of the special knowledge and skills CIC imparted in me.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Commercial Practice & Law

**Introduction:** This Program teaches business people and managers to understand laws relating to commercial activity, including the laws of contract and tort. It explains key matters about company management and directors duties, employment law, agency and credit. The Program also covers vital topics on legal and ethical conduct and the practice of business in a clear and useful manner.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Modern commerce, business, banking, law.
  - Transport, insurance, communication, economics.
  - Constitutional, customary, common & statute law.
  - Criminal and civil law, commercial law, case law.
  - Law of contract: offer, acceptance, consideration.
  - Terms and conditions of trade, credit management.
  - Transactions and ownership, business documents.
  - Business ownership: sole-owners, partnerships.
  - Limited companies, finance, shares, agreements.
  - Legal duties of company directors and secretaries.
  - Tort liability for defective goods, product liability.
  - Employment law, safety, dismissal, discrimination.
  - Agency law, rights & duties of agents & principals.
  - Intellectual property law, ethics, behaviour, risk.
  - Legal remedy for breach of contract & confidence.
- ✓ business people, managers, owners, directors
  - ✓ managerial, legal and commercial posts
  - ✓ employers, HR, selling, buying and trading
  - ✓ careers in law, commerce, business, agency
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Stanley Jikinaru**

wrote from **Papua New Guinea:**

*“On completing my Diploma I was promoted to National Crime Improvement Program Officer and my pay grade was upgraded.*

*I was also accepted to a Bachelor in Management with a top University. I recommend CIC for balancing further studies with work commitments.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Communication in Business & Management

**Introduction:** This Program teaches how to ensure that communication - oral, written and electronic - with both internal and external sources, is effective, clear, rapid and professional. It explains about communication channels and keeping them open and successful in organisations, teaches how to produce good business letters and reports, and about computers, data, documents and more.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Principles and benefits of effective communication.
  - Internal and external communication; feedback.
  - Oral, written, visual, electronic channels; barriers.
  - Communications, staff, trust, teamwork, grapevine.
  - Lines of communication: vertical and horizontal.
  - Letters, English, layout, grammar, language, style.
  - Sales letters, literature, circulars, advertisements.
  - Enquiries, quotations, orders, invoices, credit notes.
  - Business documents, charts, graphs, design of forms.
  - Meetings, preparing notices, agendas, minutes.
  - Reports, research documents, filing systems.
  - Dictating, drafting, preparing, despatching letters.
  - Telecommunications, computerised communication.
  - Technology, phones, SMS, email, websites, LANs.
  - Data, information, security, word processing, DTP.
- ✓ managers, supervisors, administrators, leaders
  - ✓ promotion and preparing for managerial posts
  - ✓ secretarial/PA, HR office and sales personnel
  - ✓ careers in administration and communication
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Jean Claude Musoni**

wrote from **Rwanda:**

*“Let me elaborate on my success thanks to my CIC Diploma. My current role as an academic reviewer at the Southern New*

*Hampshire University was the fruit of having earned a CIC Diploma in Communication in Business & Management. Thank you.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Computers & IT in Business & Management

**Introduction:** This Program explains about hardware, software, technology and managing IT systems. It covers data protection, security, backups and communications. It explains the role of computers in planning, forecasting, analysis and decision making. It covers IT project management - designing, selecting, implementing and running computer systems to meet organizational needs.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Computers in business, principles of management.
  - IT as a decision-making tool, IT development.
  - Advantages and limitations, human factors in IT.
  - Hardware, CPU, input & output devices, memory.
  - Learning how technology works, programming.
  - Digital information, operating systems, codes, data.
  - Software, forecasts, modelling, graphs, analysis.
  - Business intelligence, IT in planning, forecasting.
  - IT for hotels, insurance, sales, accounts, production.
  - IT communications, networks, internet, IPs, URLs.
  - Digital and media technologies, website design.
  - Choosing, sourcing, specifying a computer system.
  - Testing, introducing, efficiently running IT systems.
  - Business continuity, back-ups, disaster recovery.
  - IT security, cyber-attack, staff training, regulations.
- ✓ IT personnel, computer operators, supervisors
  - ✓ managers, business owners, security staff
  - ✓ IT project managers, all users of IT systems
  - ✓ careers involving computers, IT, web design
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Charles Nguluwe**

wrote from **Congo:**

*“I express my thanks to the College and the entire staff for this wonderful opportunity. The long awaited new position finally*

*hit my door with an excellent and deserved promotion as manager thanks to my Diploma. It was a dream come true.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Cost Accounting

**Introduction:** This Program explains the principles and purposes of cost accounting, covering cost accounting methods for manufacturing, service providers, not-for-profit organizations and general business, with many examples to clearly explain the concepts. It shows how costing assists management and financial accounting, cost control and pricing decisions, and managing cash flows.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Cost accounting techniques, information provided.
  - Overheads, direct costs, total costs, fixed costs.
  - Cost behaviour, cost predictions, analysis, models.
  - Direct & indirect labour costs, output, time-based.
  - Material costs, FIFO, LIFO, AVCO, stock valuation.
  - Pricing methods, short- and long- term costs.
  - Absorption costing, bases, rates; cost centres.
  - Activity based costing, framework, cost drivers.
  - Marginal costing, contribution, breakeven analysis.
  - Short-term decision making, make-or-buy decisions.
  - Profit/volume analysis, opportunity costs, risks.
  - Zero-based and activity-based, budgeting, control.
  - Standard costing and budgets, variance analysis.
  - Capital investment, options, choices and appraisal.
  - Discounted cash flows, ARR, IRR, NPV, payback.
- ✓ accounts and finance personnel, economists
  - ✓ promotion and preparing for accounting posts
  - ✓ managers, production and financial officers
  - ✓ careers in finance, management accounting
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Washington Marere**

wrote from **Zimbabwe:**

*"I am happy to be a Member of CIC, this Diploma is my third one. The Study Material is really good, they are easy to understand, and*

*the Fee is manageable. I am a Minister and it is helping me so much at the Ministry. As old as I am, I am still learning and still going on!"*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Credit Management & Control

**Introduction:** This Program teaches how to manage credit, assess creditworthiness, make checks, set credit limits, monitor credit levels, collect debts, and more. It explains how vital credit sales and purchases are to organizations, the risks involved, and why credit must be well-managed to avoid non-payments and bad debts, and about solvency and cash flow. It covers credit contracts and law.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Credit, credit terms, credit limits, types of credit.
  - Risks in giving credit, setting a credit control policy.
  - Managing liquidity and cash flow, working capital.
  - Responsibilities of the credit control function.
  - Internal and external customer information sources.
  - Financial analysis, monitoring customer accounts.
  - Aged debtor reports, changes in credit terms.
  - Performance indicators, customer credit scoring.
  - Granting credit, opening new customer accounts.
  - Late payment penalty, interest, collecting trade debts.
  - Law, trade descriptions acts, consumer credit acts.
  - Contracts, breach of contract, courts, judgements.
  - Doubtful and bad debts, provisions, writing-off.
  - Insolvency, third party debt collection, discounts.
  - Credit insurance, sales and export credit insurance.
- ✓ credit managers and personnel, accountants
  - ✓ sales, law, lending, banking, trade, insurance
  - ✓ careers in credit, accounts, finance, business
  - ✓ management, directors, business owners
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Salailua Taoa**

wrote from **Tuvalu:**

*"I enjoyed both the program and study materials. Dreams do come true, I waited many years to have a Diploma and continue*

*to a high level, not only for me but also for my parents who supported me in education. I am enrolling for the CIC Baccalaureate now."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Digital & Online Marketing

**Introduction:** This Program explains how and why modern marketers and businesses can and must use and develop internet marketing channels and technologies to reach customers, promote products, generate sales and stay ahead of competitors. It teaches about marketing, targeting consumer groups, about social and viral media, website design and control, and online advertising.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Marketing, the marketing mix, digital marketing.
  - Target markets, market research and surveys.
  - Product life cycles, demographic segmentation.
  - Digital marketing channels, digital media planning.
  - Marketing analytics, data collection and its use.
  - Social media networks, reviews, feedback.
  - Viral marketing, like and shares, viral content.
  - Search engine optimization, hyperlinks, strategy.
  - Keywords, internet searches, online tools.
  - Website design, pages, navigation, domains.
  - Website content, text, media, video, audio images.
  - Content marketing, creating, sharing, publishing.
  - Pay-per-click marketing, online adverts, traffic.
  - Brand awareness, user experience, customer loyalty.
  - Digital marketing campaigns, budgets, benefits.
- ✓ marketers, business people, advertisers
  - ✓ marketing and digital marketing posts
  - ✓ managers, customer services, research
  - ✓ website design, social media professionals
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Woro Beatrice Morobe**

wrote from **South Sudan:**

*"I am a Digital Marketing Officer at Statesman Engineering. The knowledge I gained was key and instrumental in my professional*

*growth. The comprehensive modules and practical insights empowered me to excel in my role and expand my expertise in digital marketing."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Early Childhood Care & Education

**Introduction:** Whether already working in early childhood care and education - as a teacher, teaching assistant, child-minder or carer, parent or another role - or aiming to become an early childhood educator (ECE), this unique, enjoyable, interesting, educational, informative Program teaches the knowledge, understanding and techniques required to become an effective and professional ECE.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- The importance of early childhood care & education.
  - Physical, emotional, language and cognitive ability.
  - The early years foundation stage, standards of care.
  - Learning goals, objectives, outcomes, guidelines.
  - Early childhood educators, duties, traits, safety.
  - Learning environments, spaces, play, supervision.
  - Pedagogy, lessons, subjects, curricula, skills.
  - Teaching strategies, instructing a class, methods.
  - Children's learning styles, senses, milestones.
  - Memory, understanding, imagination, creativity.
  - Multi-sensory experiences, behavioural guidance.
  - Teaching styles, motivating, engaging early learners.
  - Creating classroom community, psychological needs.
  - Early learning classroom management, routines.
  - Early learners with special needs, disabilities, care.
- ✓ early childhood educators, teachers, carers
  - ✓ classroom assistants, child-minders, parents
  - ✓ pre-school, kindergarten, schools, play groups
  - ✓ curriculum design, childhood development
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Nzabonimana Jacques**

wrote from **Rwanda:**

*"After studying with CIC I became a good teacher at a Primary School and have gotten important information and skills*

*from the helpful Program. Today I enjoy good organization and classroom discipline and I am helping my fellow teachers do better as well."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Educational Psychology & Administration

**Introduction:** This Program covers the types and purposes of formal education, teaching and the learning process, educational research and educational psychology. It explains about educational systems, learning institutions, learning needs and goals, about curriculum development and learning objectives. It covers management and administration in educational establishments and motivation.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Traditional and modern education, development.
  - Purposes, social needs, expectations, priorities.
  - Education systems, technology, economy, educators.
  - Preschool, primary, secondary, tertiary, vocational.
  - Learning processes, physiological, neurological.
  - Learner types, cognitive, passive, active learning.
  - Motivations for learning, theoretical perspectives.
  - Educational research, pedagogy, academic, applied.
  - Learning strategies, teacher experience, scaffolding.
  - Educational psychology, researchers, theorists.
  - Psychological needs, achievement, affiliation, theory.
  - Positive and negative motivators, at-risk students.
  - Curriculum design, standards, learning outcomes.
  - National education management & administration.
  - School leaders, departments, staff roles, objectives.
- ✓ educators, teachers, school administrators
  - ✓ heads and staff of learning institutions
  - ✓ careers in education, teaching, psychology
  - ✓ government/ministry education personnel
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Jean Mukenge Jordaan**  
wrote from **Egypt:**

*"The wonderful news is I'm now a new Administrator at School as my interview was successful. I gained the position because of my training with CIC, my studies gave me this opportunity to achieve such a good job. I'm a successful person because of you."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Environmental Concerns & Protection

**Introduction:** This informative Program explains the importance of the environment, why it needs to be protected, the causes of environmental damage and pollution, and how to deal with these problems. It teaches about ecosystems, the environment and sustainability, business, tourism, towns, cities and land use, laws and the responsibilities of individuals, governments and industry.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- The environment, ecology, ecosystems, biodiversity.
  - Need for environmental protection, dangers faced.
  - Degradation, deforestation, population, carbon footprint.
  - Greenhouse gas, water, nitrogen & carbon cycles.
  - Physical & biological pollution, reducing pollution.
  - Energy consumption, sources, renewable energy.
  - Sustainability in industry, farming, fishing, forestry.
  - Climate change, greenhouse effect, ozone layer.
  - Rangeland protection, vegetation, grazing, plants.
  - Extinction, keystone species, conservation, biology.
  - Businesses & environmental protection, economics.
  - Tourism and environment, planning, infrastructure.
  - The built environment, land types, urbanization.
  - Sustainable construction, waste control, transport.
  - Environment protection, treaties, conventions, law.
- ✓ environmental and conservation managers
  - ✓ business and government policymakers
  - ✓ land, air, waterway and pollution managers
  - ✓ safety, sustainability and energy personnel
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Okano Oscar Gamara**  
wrote from **Solomon Islands:**

*"CIC is a learning avenue for my educational endeavours, with favourable fees, and materials provided in a way that is simple to understand and gain knowledge. With my Diploma in Environmental Management I now work as Director of a management consultancy."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Essential Everyday English

**Introduction:** This Program covers the essentials of English, helping to increase technical and practical proficiency and to give confidence in social and work situations. It focuses on improving reading and writing, and teaches about words, sentences and paragraphs to improve ability and communication. It covers English for Examinations, in work, and progress to higher English studies.

**Topics Covered in this Diploma Program include:** **This Diploma Program is ideal for:**

- English words, the Alphabet, vowels, consonants.
  - Sentences: subjects, objects, word order, capitals.
  - Statements, questions, commands, compound.
  - Verbs: verb tenses, conjugation, finite form, action.
  - Pronouns: uses, position, meaning in sentences.
  - Adjectives: uses, types, articles, colours, numbers.
  - Adverbs: uses, position, qualifying words, context.
  - Punctuation: purposes, types, placement, uses.
  - Enquiries, quotations, orders, invoices, credit notes.
  - English dictionaries, vocabulary, word confusion.
  - Positive and negative sentences, abbreviations.
  - Paragraphs: passive and active, short and long.
  - Direct and indirect speech, dialogue, expression.
  - Writing stories, comprehension, answering questions.
  - Letter writing: aims, layout, content and features.
- ✓ beginners and improvers in English language
  - ✓ secretaries, supervisors, managers, students
  - ✓ social, educational, work and business use
  - ✓ communication, writing, reporting, learning
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



### Florence Bondi

wrote from **Papua New Guinea:**

*"I thank CIC because they helped me to understand my Essential Everyday English Program. It was interesting and well-designed with professional guidance, and I graduated with Merit! I advise anybody to choose CIC for improving English and success in your career."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Events Management

**Introduction:** This Program explains how to plan, set-up, conduct, control and manage events successfully, whilst carefully and efficiently dealing with very many important event-related matters. It teaches how to professionally manage customers, event personnel, finance, budgets, marketing, sponsorship, logistics and venues as an event project manager, and about safety and legal issues.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- The events industry, event categories, stakeholders.
  - Event creation, feasibility and themes, checklists.
  - Event managers, event teams, communication.
  - Event concepts, planning, strategy, SWOT analysis.
  - Business plans for events, event documentation.
  - Event budgets, income, expenditure, accounts.
  - Sponsorship, sponsorship packages, proposals.
  - Event venues, features, venue selection, site visits.
  - Contractors, contracts, catering, concessionaires.
  - Event schedules, timings, ceremonies, Gantt charts.
  - Legal matters, copyright, licences, insurance, law.
  - Event logistics, production, layout, access, services.
  - Safety, risk assessment, crowds, emergencies.
  - Marketing, media, research, promotional campaigns.
  - Starting an event management business.
- ✓ event managers, project managers, organisers
  - ✓ preparing for events careers and promotion
  - ✓ hospitality, conferences, marketing, logistics
  - ✓ careers in event creation, planning, operations
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



### Patricia Fleming-Baker

wrote from **Grenada:**

*"It was a pleasure doing studies with CIC. The great course was affordable and well-produced with a convenient learning style.*

*I am achieving my dream because of my studies with CIC. I am very proud to be a Graduate and strongly recommend the College. Thank you CIC."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA



## Financial Management

**Introduction:** This Program provides valuable knowledge of financial management principles and concepts in a clear, well-explained manner for rapid understanding. It explains how to raise and control finances, how to analyse potential business projects, and about investment. It has a very practical emphasis on topics like managing financial risks and working capital management.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Capital investment decisions, resources involved.
  - Investment appraisal methods, ARR, ROCE, PP.
  - Net present value (NPV), risk appraisal, probability.
  - Interest, inflation, premiums, wealth, gearing.
  - Investment theory and reality, logical investors.
  - Capital expenditure projects, review, control, audit.
  - Short-term finance, debtor and credit control.
  - Long-term finance, shares, issues, debentures.
  - Stock exchange, primary and secondary markets.
  - Small business finance, venture capital, funding.
  - Managing working capital, factoring, discounting.
  - Managing stocks, MRQ, JIT, inventory models.
  - Budgeting for demand, financial ratios, control.
  - Working capital cycle, collection, settlement policy.
  - Cash management, cash cycles, policy, banking.
- ✓ finance and accounts managers and personnel
  - ✓ promotion and preparing for finance posts
  - ✓ managers, directors, business owners
  - ✓ careers in finance, investment, economics
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Francis Aburam**

wrote from **Ghana:**

*“My study at CIC was pivotal in my academic and professional journey. The comprehensive curriculum gave me exemptions*

*for ACCA studies and the essential skills needed for entrepreneurial success. I recommend CIC for exceptional educational standards and support.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Health & Safety in the Workplace

**Introduction:** This Program explains how to identify, manage and control hazards and risks in the workplace to avoid accidents and injuries. It teaches about accident prevention actions, risk assessment, and implementation of health and safety measures including training. It covers legal and employer responsibilities, and both physical and psychological health and concerns.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Managing health & safety, responsibilities, hazards.
  - Legal matters, risk assessment, accident prevention.
  - Buildings, offices, layout, housekeeping, equipment.
  - Fire, fuel, oxygen, precautions, extinguishers.
  - Working at height, ladders, platforms, roof work.
  - Building and construction sites, traffic flow, waste.
  - Equipment training, maintenance, tools, clothing.
  - Transport, routes, vehicles, materials handling.
  - Electricity, power, current, noise, vibrations.
  - Hazardous and explosive substances, radiation.
  - Catering, kitchens, food preparation, hygiene.
  - Psychological health, stress, job design, counselling.
  - HR policy, bullying, harassment, equal opportunity.
  - Injuries, supervisors, medical facilities, diseases.
  - Health protection, first aid, accident control, training.
- ✓ health & safety officers, security, supervisors
  - ✓ promotion or preparing for safety and HR posts
  - ✓ managers, legal and insurance responsibility
  - ✓ careers in HR, organisation, management
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Panom Deng Nyuon**

wrote from **South Sudan:**

*“The knowledge and skills gained from CIC qualified me to become a professional Safety Regional Training Officer. I have*

*been promoted and my delegated powers, duties and responsibilities and my pay increased by 50%. I feel recognized by my company. Thank you.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Hospitality Industry & Administration

**Introduction:** This Program teaches about the hospitality industry, its many sectors and its diverse range of products: accommodation, food, beverages, travel, tourism, leisure, meetings, conventions, events, entertainment, recreation, attractions, and more. It explains about intangible hospitality services, the importance of good staff and the special skills needed to ensure customer satisfaction.

**Topics Covered in this Diploma Program include:** **This Diploma Program is ideal for:**

- Hospitality, sectors, products, customer service.
  - Accommodation, hotel businesses, types, rating.
  - Motels, B&B, guest houses, camping, lodges, resorts.
  - Front office & housekeeping, registration, rooms.
  - Business and leisure travellers, motivations for travel.
  - Visitor destinations, attractions, access, activities.
  - Promoting destinations, visitor experiences.
  - Travel and transport, safety, regularity, routes.
  - Inclusive/package tours, tour operators, staff & reps.
  - Catering, meals, beverages, tariffs, menus, service.
  - Restaurants, restaurant staff, kitchen & food hygiene.
  - Event organisation, catering, themes, venues, layout.
  - Meetings, conferences, conventions, seminars.
  - Entertainment, sport, recreation, theme parks, casinos.
  - Visitor information, advertising, brochures, websites.
- ✓ hospitality managers, staff & business owners
  - ✓ hotel, accommodation and tourism personnel
  - ✓ catering, travel, tourism & transport operators
  - ✓ event & entertainment managers & personnel
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Adiam Berhane Ghebru**  
wrote from **Eritrea:**

*"I recommend this Program for anyone to advance their career or explore new opportunities. The training materials were easy to follow and comprehensive. It helped me gain valuable skills and knowledge that directly led to a higher qualification and success in my career."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Hotel Operations & Management

**Introduction:** This Program explains about the operation and management of hotels, including the skills and knowledge needed to be a successful professional in many hotel positions and functions. It teaches about ensuring efficiency, quality service, and guest satisfaction, and also about business aspects - the need for profitability and how to manage hotels with understanding, skill and ability.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Hotel functions, type, locations, features, services.
  - Hotel sizes, standards, facilities, rating, categories.
  - Types of guest, their travel motivations and needs.
  - Planning, organisation & management structures.
  - Hotel products, accommodation, food, beverages.
  - Marketing, hotel product sales, brochures, websites.
  - Recruitment, staffing, motivation, duties, attributes.
  - Hotel front offices, receptionists, guest relations.
  - Reservations, check-in, check-out, billing, complaints.
  - Bedrooms, furniture, fixtures, decor, bathrooms.
  - Hotel housekeeping, room inspections, security.
  - Catering, kitchens, food preparation, hygiene, safety.
  - Restaurants, ambience, layout, menus, service.
  - Hotel beverages, bars, room service, minibars.
  - Hotel businesses, accounts, IT systems, start-up.
- ✓ careers in hotels, hospitality and catering
  - ✓ hotel staff, receptionists, managers, owners
  - ✓ promotion and preparing for managerial posts
  - ✓ hotel marketing, sales, accountants, HR
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Jean Edgar Zevanor**  
wrote from **Mauritius:**

*"I thank CIC for the opportunity of achieving my Diploma in Hotel Operations & Management. The global award gave me the ability, knowledge, skill and confidence to achieve my successful management career in a five-star hotel, and as a trainer at Mauritius Hotel School."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Human Resource & Personnel Management

**Introduction:** This Program is designed to produce modern, effective HR and personnel managers. It covers the management and functions of HR departments, the roles and duties of HR personnel, how to improve employee performance, motivate the workforce, and create a positive and safe work environment. It covers training, recruitment, teamwork, culture, legal aspects and much more.

**Topics Covered in this Diploma Program include:**    **The Diploma Program is ideal for:**

- HR managers, departments, functions, staff, roles.
  - Human resource, personnel policy, strategy, culture.
  - Scientific management, O & M studies, teamwork.
  - Manpower planning, job analysis, descriptions, design.
  - Organisational structure, charts, spans of control.
  - Managing, forecasting, budgeting, communication.
  - Recruitment, applications, interviews, induction.
  - Training, development, learning organizations.
  - Remuneration, promotion, resignation, retirement.
  - Health, safety, security, welfare, medical facilities.
  - Industrial relations, unions, collective bargaining.
  - Motivation, theory, management style, delegation.
  - Counselling, discipline, grievance procedures.
  - Payroll, promotion, equal opportunity policy, flexitime.
  - Computers in HR, data protection, staff records.
- ✓ HR/Personnel managers, staff, personnel
  - ✓ promotion and preparing for HR/personnel jobs
  - ✓ managers, supervisors, leaders, team leaders
  - ✓ careers in HR, management, training, health
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



### Marceline Joseph

wrote from **St Lucia:**

*“Studying with CIC is much more than just an affordable college experience. The HRM course was well-rounded and structured which really suited my learning style. CIC has helped me achieve my career goals. CIC is awesome. I wholeheartedly recommend it!”*

- ❖ Study level: Level 4      ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years    ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Insurance: Principles & Practice

**Introduction:** This Program explains about modern insurance, the principles on which it is based, the main classes of insurance business, and about documentation, policies and claims. It teaches about the purposes and types of insurance, about contracts, risk and losses. It covers running and organizing insurance businesses, the insurance market, and the work of insurance practitioners.

**Topics Covered in this Diploma Program include:**    **The Diploma Program is ideal for:**

- Nature purpose and types of insurance, risks.
  - Indemnity, subrogation, contribution, cause, fraud.
  - Insurance business regulation, insurance and law.
  - Insurance contracts, good faith, material facts.
  - Proposal forms, layout, certificates, policy documents.
  - Premiums, renewals, claims procedures, excess.
  - Transport insurance, marine, aviation, transit, motor.
  - Personal and commercial policies, no-claims bonus.
  - Personal and commercial property, scope of cover.
  - Accident, pecuniary & liability insurances, losses.
  - Personal, sickness, health, medical, life insurance.
  - National insurance, pensions, annuities, warranties.
  - The insurance market, buyers, sellers, intermediaries.
  - Funds, specialists, Lloyd's, types of insurer, reinsurers.
  - Organisation & operation of insurance companies.
- ✓ insurers, brokers, lenders, business managers
  - ✓ promotion and preparing for insurance posts
  - ✓ financial and business advisors, directors
  - ✓ careers in insurance, risk, governance
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



### Justin Ngambi

wrote from **Zambia:**

*“I am now a proud insurance professional having attained a qualification in Insurance. Although I have over 10 years experience in the insurance industry, it is this CIC qualification which has cemented my career and fine-tuned my knowledge and my future.”*

- ❖ Study level: Level 4      ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years    ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## International Business & Trade

**Introduction:** This Program teaches how to conduct international business and export profitably and professionally. It explains how to research and evaluate potential overseas markets, use marketing strategies to enter target markets, and deal with tariffs, payments and transport. It covers many key matters including pricing, logistics, trade documents, insurance, import, export and business.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- *Reasons for international trade, imports, exports.*
  - *Market research, selection, segmentation, strategy.*
  - *Cultural and social factors, products, packaging.*
  - *Product modifications, labelling, trade zones, risks.*
  - *Tariffs, trade barriers, customs, tariffs and taxes.*
  - *Export methods, agents, licencing, franchising.*
  - *Payments, exchange control, insurance, banks.*
  - *Costing & pricing for overseas markets, incoterms.*
  - *Documentation, quotations, contracts, air waybills.*
  - *Transport, logistics, rail, road, air, sea, freight.*
  - *Financing trade, credit, loans, forfaiting, factoring.*
  - *Overseas sales, promotion, advertising, publicity.*
  - *E-commerce, social media, websites, trade shows.*
  - *Import business, consumers, products, suppliers.*
  - *Trends in global trade, marketing mix decisions.*
- ✓ exporters, importers, traders, sellers, buyers
  - ✓ promotion and preparing for managerial posts
  - ✓ marketing, logistics, trade, business, finance
  - ✓ careers in import/export, trade, business
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Kocouvi Kodjo Roland**

wrote from **Benin:**

*“Since receiving my Diploma in International Business & Trade, I got a job in a big Rice company in Benin. Firstly as a Manager, and then as Assistant Finance Controller. CIC Diplomas really do open doors! Thank you CIC and I wish you all the best.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## International Relations & Global Politics

**Introduction:** This Program covers key IR theories and principles such as realism, liberalism, and globalization so that contemporary world politics and international relations can be analysed, understood and future actions predicted. It explains the complexities of international relations, foreign policy, conflict, law, democracy and culture, in an interesting, understandable and useful way.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- *States, nations, governments, politics, diplomacy.*
  - *Globalization, history, change, law, human rights.*
  - *IR theories, power, hegemony, alliances, realism.*
  - *Security, statecraft, human nature, war, strategy.*
  - *Interdependence, institutional & republic liberalism.*
  - *International society, order, justice, responsibility.*
  - *Democracy, mercantilism, society, ethics, pluralism.*
  - *Politics and economics, development, Marxism.*
  - *Social constructivism, anarchy, norms, identity.*
  - *International organizations, gender and feminism.*
  - *Post-positivism, post-structuralism, post-colonialism.*
  - *External relations, ethnic and religious conflict.*
  - *Foreign policy, rational behaviour, psychology.*
  - *Decision making policy and models, arms control.*
  - *Terrorism, the environment, poverty, war, peace.*
- ✓ government, foreign affairs, IR, politics, law
  - ✓ promotion, preparing for government or IR posts
  - ✓ journalism, economics, NGOs, trade, security
  - ✓ business, development, social/charity work
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Ali Sey**

wrote from **Germany:**

*“I thank you very much for awarding me such a highly recognised diploma and I express my gratitude to the CIC team for giving me the opportunity a wonderful and rewarding course. This has given me an in-depth knowledge in International Relations.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Journalism, Mass Media & Professional Writing

**Introduction:** This Program teaches the skills and professional abilities needed to create and produce interesting and engaging pieces of journalistic, media, broadcasting and professional writing. It covers ethics, journalism, reporting, choosing and satisfying the target audience through relevant and well-crafted communications and stories, in both traditional and new media forms.

**Topics Covered in this Diploma Program include:** **This Diploma Program is ideal for:**

- *The media, media content, the media industry.*
  - *Journalism & journalists; importance, types, aims.*
  - *Media: traditional, new, digital and multi-media.*
  - *Reporting news, stories, headlines, the news cycle.*
  - *Communication in media broadcasting and writing.*
  - *Mass communication, media production, audiences.*
  - *Journalistic skills, research, investigating, interviews.*
  - *Journalistic writing: techniques, structure, style.*
  - *Legal matters: ethics, privacy, data protection, libel.*
  - *Narrative & story writing: fiction & non-fiction, plots.*
  - *Creative writing: description, imagery, symbolism.*
  - *Characters, characterization, dialogue, language.*
  - *Narrative techniques, settings, mood and themes.*
  - *Writing for broadcast, online and modern media.*
  - *Screen, radio, TV and journalistic script writing.*
- ✓ journalists, TV & radio reporters, broadcasters
  - ✓ media personnel, script writers and producers
  - ✓ news and story writers, editors, researchers
  - ✓ journalism, media and writing careers
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Sesina Gaim Tesfamichael**

wrote from **Eritrea:**

*“Having the opportunity to learn with CIC was a dream come true. I am so happy and fulfilled to have my Award from a well structured and designed International College. It really helped me increase my knowledge, competence, motivation and confidence. Thank you so much.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Leadership & Team Management

**Introduction:** This Program provides supervisors, managers, professionals and executives with the knowledge and training needed to be effective leaders and to build and manage successful teams. It covers the leadership skills which are vital for business and career success, and teaches about motivation, team behaviour, team roles, communication, power, development, culture and more.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- *Human resource, managers, employers, employees.*
  - *Leaders, leadership, leading, traits, culture.*
  - *Planning, coordinating, organising work, control.*
  - *Work groups, training, supervisors, motivation.*
  - *Managerial responsibility, building relationships.*
  - *Companies, directors, executives, standards.*
  - *Delegating responsibility, decision making, initiative.*
  - *Teams, teamwork, team formation, norms, values.*
  - *Leadership style, conflict, resolution, team building.*
  - *Teams: project, functional, matrix, contract, others.*
  - *Authority, accountability, power, influence, behaviour.*
  - *Team roles, personality, development, team balance.*
  - *Theories on motivation, work environment, trust.*
  - *Communication, feedback, organisation structures.*
  - *Coaching, training, counselling, health, safety, stress.*
- ✓ team managers, team leaders, supervisors
  - ✓ promotion and preparing for managerial posts
  - ✓ HR, executives, entrepreneurs, trainers
  - ✓ careers in management, administration
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Ahmed Bangura**

wrote from **Sierra Leone:**

*“My Diploma has given me the opportunity to achieve my goals and improve my performance. The comprehensive CIC course materials enabled me to develop my skills and I now demonstrate excellence in leadership, team building and operations in my organization.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Logistics, Materials & Supply Chain Management

**Introduction:** This Program provides a thorough understanding of logistics and supply chain management. It covers planning, organising and controlling logistics activities, including purchasing, inventory and transport. It explains about logistics strategies and supply chain decisions to help ensure that products are available at the right time and place, profitably and cost-effectively.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Logistics, supply chains, value chains, networks.
  - Trade, infrastructure, manufacture, business.
  - Logistics strategy, supply chain strategy, supply.
  - The LSC/marketing interface, 4 Ps, segmentation.
  - Customer service, adding value, order cycles.
  - Product characteristics, life cycle, packaging, pricing.
  - Sourcing, procurement, supplier selection, factors.
  - JIT, buying strategy, economic order, documents.
  - Inventory management, stock safety, stock levels.
  - Stock issues, order processing, fulfilment, warehouses.
  - Transport types; features, costs, freight, suitability.
  - Operations management, production, quality control.
  - Lean LSC, agile supply chains, partnership sourcing.
  - Facility location, reverse logistics, product recall.
  - LSC project management, humanitarian logistics.
- ✓ logistics, supply & procurement personnel
  - ✓ promotion and preparing for managerial posts
  - ✓ purchasing, inventory, warehouses, production
  - ✓ careers in LSC, materials, transport, stores
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Afonso Ventura Francisco**  
wrote from **Angola**:

*“The knowledge I acquired lead my organization to trust me more. I was promoted to Logistics & Procurement Manager and the number of people I supervise increased a lot. My career is more interesting and challenging. I recommend everyone to join CIC training.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Management & Administration

**Introduction:** This Program is designed to produce competent modern managers with the ability and skills to plan, organise, direct, co-ordinate and control work activities so that objectives are achieved efficiently, professionally and economically. It teaches how to manage people, departments and organizations, to guide teams and to provide positive motivation, training and leadership.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Functions and purpose of modern management.
  - Managers, subordinates, supervision, culture.
  - Responsibility, team building, quality, standards.
  - Structural organisation, delegation, span of control.
  - Communication: vertical, horizontal, barriers.
  - Technical and human management, O & M study.
  - Strategy, planning, short & long-term, forecasting.
  - Budgets, budgeting, the business environment.
  - Leadership & management; styles and theories.
  - Manpower planning, recruiting, selecting, inducting.
  - Controlling personnel, counselling, groups, goals.
  - Motivational theory, theorists, counselling, stress.
  - Industrial relations, trade unions, staff associations.
  - Personnel policy, remuneration, health & safety.
  - Manager and employee training & development.
- ✓ managers, supervisors, team members, HR
  - ✓ promotion and preparing for managerial posts
  - ✓ administrators, leaders, business people
  - ✓ careers in management, organisation, HR
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Eric Cudjoe**  
wrote from **Ghana**:

*“CIC has been so helpful. With my CIC Diploma I was promoted to Assistant Health Officer and I was admitted to University for a BSc in Public Health. I am now Deputy Chief Health Analyst. My success is a result of the support of CIC and your world quality education.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Marketing & Sales Management

**Introduction:** This Program provides training for success in the vital fields of sales and marketing. It gives detailed, practical knowledge about selling, market research, distribution, marketing strategies, advertising, publicity, pricing and overcoming competition. It covers sales and marketing staff recruitment, motivation, planning, controlling and organising, credit sales, and global marketing.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Principles of salesmanship, methods of selling.
  - Consumers and corporate buyers, demonstrations.
  - Management, training, motivating sales personnel.
  - Building sales teams, targets, areas, organisation.
  - Market, consumer and advertising research; surveys.
  - Test marketing, segmentation, brands, psychology.
  - Sales and marketing budgets, control, variances.
  - Distribution channels, wholesale, retail, franchise.
  - Credit terms and control; trade & quantity discount.
  - Sales forecasting, planning, product life cycles.
  - Pricing strategies, competitive factors, objectives.
  - Advertising, publicity, media, sales promotion, PR.
  - Sales literature, website design, social media.
  - Sales offices, records, statistics, analysis of data.
  - Export, international marketing, customs duties.
- ✓ marketing & sales personnel, retail, advertising
  - ✓ promotion and preparing for managerial posts
  - ✓ local, regional, import and export marketing
  - ✓ careers in marketing management, research
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Omar Iqnaibi**

wrote from **Jordan:**

*“Studying with CIC was a really amazing and positive experience. I finished my studies and gained my CIC Diploma. The*

*Program is well-presented, thorough and teaches so much, it has been the pathway to my career development and more responsibility.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Office Management & Administration

**Introduction:** This Program provides practical, expert training on the duties of modern office managers and administrators and how to efficiently ensure the smooth running of an office. It teaches how to supervise and control personnel, and manage equipment, IT systems and communications. It explains about office design and layouts, health & safety, office budgets, data security, and more.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Office functions, manager/administrator duties.
  - Organisational structure, charts, objectives, policy.
  - Office location, centralised and decentralised.
  - Office environment, heating, lighting, ventilation.
  - Office layout, design, decor, furniture, reception.
  - Accident prevention, noise reduction, health, safety.
  - Office machinery, equipment, data, filing systems.
  - Computer systems, IT, networks, databases, email.
  - Business letters, forms, documents, reports, codes.
  - Recruitment, job analysis, specifications, grading.
  - HR, training, motivating, supervising, counselling.
  - Technical & human management, trade unions.
  - Communication, mail, meetings, conferences.
  - Bookkeeping, cashiering, bank accounts, budgets.
  - Employee development, promotion, O & M studies.
- ✓ office managers, administrators, managers
  - ✓ promotion and preparing for managerial posts
  - ✓ HR, IT, secretaries, PAs, business owners
  - ✓ careers in administration, supervision, safety
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Norah Mokaya**

wrote from **Kenya:**

*“I thank you for your effort and study materials which lead me to gain a Diploma in Management from your College. I have been*

*promoted as an Office Administrator and my salary has been doubled. All the study materials are well written and easy to understand.”*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Organisational Behaviour

**Introduction:** This Program teaches about the behaviour of people and teams in organizations and provides the knowledge needed to be a successful and effective supervisor, leader and manager. It explains the effects of work policies, organization structure, leadership, motivation, technology and changes. It covers key matters including conflict causes and resolution, stress, power and ethics.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Organizations, objectives, aims, the environment.
  - Perception, sociology, attitude, value, development.
  - Motivation features, processes, theory, job design.
  - Individuals, personality, traits, roles, behaviour.
  - Communication, culture, performance, testing.
  - Influence, authority and misuse, sources of power.
  - Relationship types, control mechanisms, delegation.
  - Leadership, management; styles, models, theories.
  - Teams & groups; creation, development, behaviour.
  - Stress, frustration, conflict; sources and resolution.
  - Realpolitik, favouritism, bullying, trust, confidence.
  - Ethics, responsibility, obligations, stakeholders.
  - Technology, production, expertise, alienation.
  - Change management: drivers, factors, processes.
  - Organisation structure and design, bureaucracy.
- ✓ HR and welfare personnel, managers, leaders
  - ✓ promotion and preparing for managerial posts
  - ✓ supervisors, team managers, organization
  - ✓ careers in management, supervision, HR
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Mohamed Mustapha**  
wrote from **The Gambia:**

*"I recommend CIC to anyone looking to earn and upskill. CIC courses are always interesting and informative. The Academic*

*Board of CIC truly care about their students. Thank you for making a huge impact in my career, and development. I am taking the CIC EBA now."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Professional English (for Everyday & Business Use)

**Introduction:** This Program teaches the professional use and understanding of English to a high level, in social, business and workplace situations. It covers a wide range of topics important in speaking, reading and writing good English of an advanced standard. It provides technical and practical knowledge to help self-confidence and to gain the respect of colleagues, customers and clients.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Making writing clear, understandable, meaningful.
  - Improving vocabulary; words, spelling, dictionaries.
  - Types of punctuation; uses, parts of speech, order.
  - Forming complete sentences, building paragraphs.
  - Statements, questions, commands: positive, negative.
  - Subjects, predicates, names, numbers, gender.
  - Nouns, pronouns, verbs, adverbs, adjectives, articles.
  - Conjunctions, prepositions, subjects, objects, similes.
  - Verb tense, 1st, 2nd, 3rd person; prefixes, suffixes.
  - Making writing interesting, description, metaphors.
  - Avoiding problems, commonly confused words.
  - Written & spoken English, comprehension, context.
  - Social & private letters, writing style, post scripts.
  - Planning letters, drafts, features, layouts, tone.
  - Business letters, references, sales, employment.
- ✓ every type of work, PAs, secretaries, managers
  - ✓ promotion and preparing for managerial posts
  - ✓ professionals, communicators, supervisors, HR
  - ✓ social, workplace & educational situations
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Jam Mulekeni Luhanga**  
wrote from **Malawi:**

*"CIC really is the best institution for distance education and it made my dream of becoming a professional English Teacher*

*come true. With my CIC Diploma in Professional English I was hired as an English teacher at a private institution, and with good benefits."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA



## Project Leadership & Management

**Introduction:** This Program provides practical understanding and knowledge on how to successfully manage a project from start to finish. It explains project management techniques and methods, and teaches a professional approach to project management. It teaches how to carefully organize, plan and control projects or events of any size, and to manage budgets, clients, logistics and staff.

**Topics Covered in this Diploma Program include:**    **The Diploma Program is ideal for:**

- *Project types, professionals, stakeholders, personnel.*
  - *Time, quality, budget, resources, cost, deliverables.*
  - *Project planning, life-cycle, documents, roles, teams.*
  - *Work breakdown structure, schedules, dependencies.*
  - *Project cost estimating, budgeting, risk, priorities.*
  - *Critical path analysis, milestones, Gantt charts, PERT.*
  - *Project procurement, supplier appraisal, contracts.*
  - *Project communication, channels, status reports.*
  - *Project implementation, fast tracking, responsibility.*
  - *Project variances, changes, policy, reasons, effects.*
  - *Project monitoring, review, control, data gathering.*
  - *Key performance indicators (KPI), earned value.*
  - *Project closure, checklists, client approval, evaluation.*
  - *Project logistics, development projects, safety, sites.*
  - *Starting a project business, clients, fees, outsourcing.*
- ✓ project managers, managers, organizers
  - ✓ team leadership, project management posts
  - ✓ directors, business owners, construction
  - ✓ careers in business, government, industry
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Austin Sileh Williams**

wrote from **Liberia:**

*"I am very proud of my new job as Project Officer for an NGO. I'm now a technical member on a big project. My Diploma from*

*CIC added this value to my life. The clear, well-designed training materials gave me wide understanding, there is quality in CIC training."*

- ❖ Study level: Level 4      ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years    ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Public Management & Administration

**Introduction:** This Program explains the traditional and modern roles of public administration in government and public office. It teaches about policy development, policy implementation, management of public programmes and analysis of them. It covers the behaviour and duties of civil servants and officials, government decision making, and organisation of government departments.

**Topics Covered in this Diploma Program include:**    **The Diploma Program is ideal for:**

- *Role of public administration & public management.*
  - *Implementation of government policy, outcomes.*
  - *Public service organisation, central government.*
  - *The public sector, the environment, green policy.*
  - *The civil service, administrators, duties, behaviour.*
  - *Traditional v. modern roles, the economy, efficiency.*
  - *HR management: recruitment, training, promotion.*
  - *Governance, government, networks, society, service.*
  - *Structure and functions of local administration.*
  - *Duties and responsibilities of officials, regulation.*
  - *Local government service, central government control.*
  - *Elected and employed officials, bureaucracies.*
  - *Public sector finance, financial control, audits.*
  - *Allocating resources, budgets, budgetary control.*
  - *Independent bodies, health & voluntary agencies.*
- ✓ public administration, service & management
  - ✓ promotion and preparing for public posts
  - ✓ government, civil service, public policy
  - ✓ careers in government, civil & public service
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Charles Mbogeni**

wrote from **Eswatini:**

*"CIC courses really are a game changer. My bosses testified to my improved performance after studying and they unanimously*

*recommended me for promotion to Principal Administration Officer. Thank you Cambridge International College for my career advancement."*

- ❖ Study level: Level 4      ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years    ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Purchasing & Resourcing (Procurement) Management

**Introduction:** This practical Program explains the responsibilities of procurement professionals and teaches the skills and knowledge needed to become a top purchasing and resourcing manager. It teaches about planning in purchasing management, quality issues, supplier research and relationships, and negotiation skills. It also covers personnel, IT, and being a team leader.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- Purchasing objectives, strategy, evaluation, control.
  - Just-in-time manufacture, distribution channels.
  - Organisation, centralised, decentralised, hierarchy.
  - PRM jobs, analysis, specifications, coordination.
  - TQM, buying power, research, performance, ethics.
  - PRM procedures, documents, control systems.
  - IT, effects on PRM database facilities, statistics.
  - HR in the supply chain, planning and recruitment.
  - Training, supervision, control, motivation, relations.
  - PRM management styles, leadership, guidance.
  - Sourcing and matching supply, demand, production.
  - Materials requirement planning, production schedules.
  - Quality standards, specifications, quality control.
  - Controlling prices, costs, supplier relationships.
  - Supplier appraisal, negotiation, bargaining, tenders.
- ✓ purchasing, supply chain, buying, production
  - ✓ promotion and preparing for purchasing posts
  - ✓ managers, business people, negotiators
  - ✓ careers in logistics, procurement, quality control
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Mildred Mukupa Chola**

wrote from **Zambia:**

*"I am very grateful to the College for the knowledge I gained studying the well-prepared Purchasing Diploma materials*

*which makes it easy to learn and understand. It has really improved my career and I have been greatly inspired to advance even further."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Recreational Sport & Leisure Management

**Introduction:** This Program teaches about the management and organisation of sport, recreation and leisure activities. It explains how to manage sport and leisure centres and clubs, to provide these services professionally and safely, and about different roles. It teaches about fitness programs, exercise and health. It covers HR matters, leadership, teamwork, marketing, accounting and more.

**Topics Covered in this Diploma Program include:** **This Diploma Program is ideal for:**

- Recreation & sport activities, purposes, motivation.
  - Elite and fun sports, indoor & outdoor, competition.
  - Sport management, careers, job opportunities.
  - HR, managing personnel, business responsibilities.
  - Athletics directors, trainers, instructors, coaching.
  - Physical exercise, health, well-being, for all ages.
  - Sport program design, objectives, sports biology.
  - Physical ability, speed, stamina, flexibility, growth.
  - Motor abilities, nutrition, diet, sport psychology.
  - Safety, accident prevention, hazards, risk assessment.
  - Organizing, planning, controlling, finance, budgets.
  - Leadership styles, teamwork, communication.
  - Facility management, maintenance, buildings.
  - Customer care, the reception, doors, stairs, toilets.
  - Sales, marketing, events, logistics, sponsorship.
- ✓ leisure, sport & recreation managers & staff
  - ✓ trainers, sports coaches, teachers
  - ✓ exercise, health, nutrition, development
  - ✓ careers in management, sport & leisure
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Brighton Beston Msendera**

wrote from **Malawi:**

*"With CIC learning is simple and easy, and the flexibility in terms of the learning period is good. I studied at my pace regardless of*

*a busy schedule at my workplace. Prospects for a successful career are enormous. CIC gives hope and confidence of a brighter life ahead."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Retail Management & Customer Relations

**Introduction:** This Program explains about retail marketing and how the marketing mix - product, price, place and promotion - relates to retail. It teaches about store/shop location decisions, layout, design, merchandising, consumer psychology and behaviour, product purchases, communications, branding and advertising. It also covers e-commerce, effective customer relations, and management.

**Topics Covered in this Diploma Program include:** **This Diploma Program is ideal for:**

- Products, benefits, customers, shops, stores.
- Retail units, markets, marketing, merchandise.
- Distribution, market segmentation, the buying cycle.
- Retail management, duties of personnel, positions.
- Consumer behaviour, psychology, research.
- Locating premises, competition, loyalty programs.
- Store layout; fittings, checkout, displays, security.
- Retail marketing strategy, brand management.
- Finance, forecasts, budgets, turnover, credit control.
- Pricing strategy, margin, markup, demand, discounts.
- HR in retail, recruitment, training, motivation.
- Sales demonstrations, related sales, special offers.
- Customer relations, after-sale service, complaints.
- E-commerce, websites, social & viral marketing, PR.
- Personal selling, advertising, publicity, promotions.

- ✓ retail, marketing & stores managers and staff
- ✓ sales, promotions, PR & advertising personnel
- ✓ retail owners & customer care personnel
- ✓ retail stores management, planning & control
- ✓ gaining knowledge, understanding, respect
- ✓ professionalism, competency, confidence



**Ngala Partout**

wrote from the **UAE:**

*"I thank CIC for the training which has been of great benefit. My employers are impressed with my performance. With my*

*Diploma I was selected by a leading company in UAE, and I am currently working as customer services representative. A million thanks to CIC!"*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## School Leadership & Management

**Introduction:** This Program explains how school leaders can positively affect teaching, student achievement and behaviour. It covers how to set goals, achieve high academic standards, create and lead school teams, manage school finances and resources, and to lead improvement. It teaches the skills and abilities needed to be an effective headteacher and to carry out their role successfully.

**Topics Covered in this Diploma Program include:** **This Diploma Program is ideal for:**

- Education systems, headteachers, leadership.
- School organisation, educational management.
- Headteacher roles, responsibility, managing staff.
- School effectiveness, raising standards.
- School mission, aims, school development plan.
- Interpersonal skills, communication, staff relations.
- Traits of good school leaders, character, personality.
- Leadership style, distributed leadership in schools.
- Delegation of school duties, monitoring performance.
- School personnel, motivation, staff counselling.
- Middle leadership in schools, change, motivation.
- Staff recruitment, teacher training, staff appraisals.
- School improvement planning, school environment.
- Duty of care to students; security, health, safety.
- School finances, resources, budgets, funding.

- ✓ school leaders, head teachers, senior staff
- ✓ trainers, teachers, school managers
- ✓ academic & deputy heads, office personnel
- ✓ careers in education, schooling, teaching
- ✓ gaining knowledge, understanding, respect
- ✓ professionalism, competency, confidence



**John Banda**

wrote from **Malawi:**

*"CIC has helped us in Malawi and I also thank the Malawi Government for supporting me to pass my CIC programs. The*

*Government has promoted me to Dean at the University of Lilongwe due to the good work that I now do, and I also teach business to students."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Stores, Inventory & Warehouse Management

**Introduction:** This Program teaches stores/inventory personnel and managers to efficiently run and professionally organise stores, warehouses and stockyards. It teaches how to control inventory, maintain records, avoid damages, manage stores equipment, and to organise, train and supervise stores personnel. It explains about ordering, receiving, storing and issuing stock, security, and safety.

**Topics Covered in this Diploma Program include:** **The level 4 Diploma Program is ideal for:**

- *The stores function, activities, efficiency, planning.*
  - *Managing, controlling, motivating stores personnel.*
  - *Health and safety, accident prevention, training.*
  - *Warehouse buildings, location, design, layout.*
  - *Stockyards, materials, layout, access, protection.*
  - *Security, keys, theft, pilfering, fire prevention, drills.*
  - *Stores equipment; powered & manual, maintenance.*
  - *Materials handling, order picking, packing, dispatch.*
  - *Stock protection, causes of loss, damage & spoilage.*
  - *Stock items, identification, codes, coding systems.*
  - *Stock records, contents, uses, statistics, reports.*
  - *Ordering stock, procedures for receipts and issues.*
  - *Stock levels, reorder levels, costs, ABC, EOQ.*
  - *Stocktaking, spot checks, valuation, inspections.*
  - *The stores office, documents, data safety, backup.*
- ✓ stores/stock, inventory managers and staff
  - ✓ promotion and preparing for managerial posts
  - ✓ warehousing, ordering, receiving, issues
  - ✓ careers in stores control, security, logistics
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Stephen Chifunda**

wrote from **Zambia:**

*"I now have a new job sourcing equipment for our Zambia mines. I now lead two teams and I see the benefit of the strategic stores management knowledge I got from CIC. It enabled me to excel in my role and make a positive impact. I'm proud of my accomplishments."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Supervisory Management

**Introduction:** This Program explains how to effectively manage subordinates, groups and teams, and to become a good manager, foreman or supervisor. It teaches skills and techniques which are easy to understand and use at work, covering many key topics like safety, counselling and motivation. It provides a foundation for advancement in management, administration and HR posts.

**Topics Covered in this Diploma Program include:** **The Diploma Program is ideal for:**

- *Human & material resource, employees, work, pay.*
  - *Management, plans, leading, forecasts, organising.*
  - *Workforce supervision, training, goals, teamwork.*
  - *Motivation, motivating, relationships, commitment.*
  - *Control, standards, performance, health and safety.*
  - *Responsibility, communication, dismissal, retirement.*
  - *Companies, businesses, the work environment.*
  - *Authority, the delegation process, decision-making.*
  - *Business organisation, division of labour, charts.*
  - *Workgroups, work structures; line, functional, staff.*
  - *HR activity, recruitment, job analysis, selection.*
  - *Induction, job training, employee development.*
  - *Counselling, stress, equal opportunity, unions.*
  - *Job evaluation, grade, design, rotation, enlargement.*
  - *Time management, skills, preparing for promotion.*
- ✓ supervisors, managers, team leaders, HR
  - ✓ promotion and preparing for managerial posts
  - ✓ foremen, officers, mentors, trainers, owners
  - ✓ careers in supervision, organisation, training
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Ahmed Bangura**

wrote from **Sierra Leone:**

*"I have no regrets enrolling with CIC as I became proficient and expert in my tasks after the completion of my course. Now I have been appointed as a duty manager in my organization because of the good leadership skills I learnt. I will always be grateful to CIC."*

- ❖ Study level: Level 4
- ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years
- ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## Supply Chain Strategy & Organisation

**Introduction:** This Program teaches how to organise and manage the supply chain, how to forecast supply requirements, and how to manage inventory, purchasing and supply and make relevant decisions. It explains the strategic role of logistics and supply in sales, customer satisfaction and reducing costs. It covers the techniques of scheduling and network planning, and warehouse control.

**Topics Covered in this Diploma Program include:**    **The Diploma Program is ideal for:**

- *Forecasting supply chain requirements, methods.*
  - *Demand variations, lead times, prices, costs, trends.*
  - *Inventory control policy, decisions, strategy, models.*
  - *Types of inventory, reasons for holding inventory.*
  - *Inventory systems: pull, push, virtual, supply-driven.*
  - *Purchase and supply scheduling, storage, MRP.*
  - *Site selection; planning, design, operational needs.*
  - *Materials handling; systems, design, flexibility.*
  - *Single and multiple warehouse location, factories.*
  - *Network planning, product & services flows, data.*
  - *Logistics research, analytical tools, data checklists.*
  - *Facility costs, capacity, channel design, monitoring.*
  - *Supply chain organisation, control and orientation.*
  - *Inter-function and inter-organization management.*
  - *Control frameworks, integrated supply planning.*
- ✓ supply chain and logistics, inventory control
  - ✓ promotion and preparing for managerial posts
  - ✓ warehouse/facility and materials management
  - ✓ careers in supply chain planning and control
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Woodman Sika Gordon**  
wrote from **South Sudan:**

*"I recognise the CIC team for the professional learning materials and great service. I am now working with the United Nations as Assistant Supply Chain Management Director. My CIC Diploma also enabled me to study a Bachelor degree at SCS University."*

- ❖ Study level: Level 4      ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years    ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA, EMBA

## Tourism & Travel Management

**Introduction:** This Program explains how to become a professional in tourism and travel organisation and management. It teaches about the tourism industry, types of tourism, travel, accommodation, and travel motives. It deals with how to benefit from, develop, plan and control tourism, and how to market tourism. It covers tourism operators and businesses, and teaches how to satisfy customers.

**Topics Covered in this Diploma Program include:**    **The Diploma Program is ideal for:**

- *Tourism, motivations for travel, products, services.*
  - *The tourism industry, infrastructure, income.*
  - *Economic and social effects, tourism development.*
  - *Government involvement, security of tourists.*
  - *Tourism statistics, patterns, trends, sustainability.*
  - *The hospitality industry, hotels, entertainment.*
  - *Tourism markets; leisure, business, cultural, VFR.*
  - *Destinations, attractions, environmental protection.*
  - *Transport: air, rail, road, water, national, international.*
  - *Tour operators, economics of tour operation, skills.*
  - *Types and standards of accommodation, rating.*
  - *Reservations systems, bookings, itineraries, fares.*
  - *Inclusive tours, package tours, travel insurance.*
  - *Tourism marketing, advertising, brochures, displays.*
  - *Websites, social media promotional campaigns.*
- ✓ tourism, hospitality, leisure, tour management
  - ✓ promotion and preparing for managerial posts
  - ✓ hotel, accommodation, attraction management
  - ✓ tourism marketing, development, protection
  - ✓ gaining knowledge, understanding, respect
  - ✓ professionalism, competency, confidence



**Mburu Daniel Kiongo**  
wrote from **Kenya:**

*"This distance-learning Program really helped. Your learning materials are detailed and the content has enlightened me in my work. My management skills really improved. I am now a hospitality professional managing a luxury camp in the great Masai Mara."*

- ❖ Study level: Level 4      ❖ Program duration: 1 year (flexible study, the average is 6 to 15 months)
- ❖ Minimum age: 18 years    ❖ Further studies? Yes: Honours Diploma, Baccalaureate, EBA

## HONOURS GROUP DIPLOMAS

The popular Honours Group Diploma Programme is designed so that applicants can choose and study a group of **3 related Specialist Subjects** (see below) as well as studying **Advanced Management & Administration Theory & Practice** for theoretical and practical understanding and knowledge of leadership, motivation, strategy and other important topics.

This Programme is for men and women ambitious to gain valuable skills, abilities, knowledge and competencies, and to achieve good posts, respect and promotion to managerial level in any enterprise, whether it is private, public or government.



- ★ The Honours Diploma Programme results in **FIVE awards**: **four Diplomas** - one for *each* of the 4 individual Subjects, **and** the prestigious **Honours Group Diploma**.
- ❖ Study level: Level 5 (higher diploma, competence, knowledge and ability in specialist subjects)
- ❖ Programme duration: 21 months (flexible study, average duration is 15 to 24 months)
- ❖ Minimum age: 19 years (work experience is helpful but not essential)
- ❖ Further studies? Yes, including: Baccalaureate, Mini MBA, EBA, EMBA, Graduate Diploma
- ★ The Honours Diploma Programme provides a wide range of study options leading to varied and extensive **opportunities for career advancement**.
- ★ An Honours Diploma award indicates you have the **competence and potential** to become a successful senior manager, administrator or executive in industry, management, business or public service.
- ★ An Honours Diploma award indicates - through your study, training and education - that you are capable of **study success at a high level**.
- ★ **Other Specialisations** may be available, or course changes may be allowed, on request to the College.

### ACCOUNTING, BANKING & FINANCE MANAGEMENT:

- ★ Accounting & Finance in Business & Management
- ★ Banking & Bank Operations ★ Financial Management

### ADMINISTRATIVE MANAGEMENT:

- ★ Office Management & Administration ★ Computers & IT in Business & Management
- and ONE of: ★ Public Administration OR Communication in Management OR Insurance

### BANKING, FINANCE & MANAGEMENT:

- ★ Business Management & Administration
- ★ Banking & Bank Operations ★ Financial Management

### BUSINESS ACCOUNTING & FINANCE:

- ★ Accounting & Finance in Business & Management ★ Financial Management
- and ONE of: ★ Business Bookkeeping & Accounts OR Cost Accounting

### BUSINESS ADMINISTRATION:

- ★ Business Management & Administration ★ Management & Administration
- ★ Commercial Practice & Law

### BUSINESS DEVELOPMENT:

- ★ Business Entrepreneurship & Organisation ★ Business Management & Administration
- and ONE of: ★ International Business OR Marketing & Sales OR Logistics Management

**COMPUTERS & IT MANAGEMENT & ADMINISTRATION:**

- ★ Computers & IT in Business & Management
- ★ Office Management & Administration ★ IT Systems Security & Administration

**CONSTRUCTION & PROJECT MANAGEMENT:**

- ★ Project Leadership & Management ★ Construction Management
- and ONE of: ★ Purchasing & Resourcing Management OR Logistics Management

**ENGLISH & COMMUNICATION:**

- ★ Communication in Business & Management ★ Professional English
- and ONE of: ★ Journalism, Media & Professional Writing OR Business English & Letter Writing

**EXECUTIVE & SECRETARIAL ASSISTANCE:**

- ★ Administrative/Personal Assistant/Secretarial Duties
- ★ Office Management & Administration ★ Business English & Letter Writing

**FACILITIES MANAGEMENT:**

- ★ Facility Management ★ Workplace Management & Administration
- and ONE of: ★ Environmental Protection OR Workplace Health & Safety OR Project Management

**HOSPITALITY MANAGEMENT:**

- ★ Hotel Operations & Management ★ Tourism & Travel Management
- and ONE of: ★ Hospitality Industry & Administration OR Events Management

**HUMAN RESOURCE ADMINISTRATION:**

- ★ Human Resource/Personnel Management ★ Health & Safety in the Workplace
- and ONE of: ★ Organisational Behaviour OR Training Management & Employee Development

**INTERNATIONAL BUSINESS & GLOBAL POLITICS:**

- ★ International Business & Trade ★ International Relations & Global Politics
- and ONE of: ★ Business Management OR Logistics & Supply Management OR Economics

**MANAGEMENT & ADMINISTRATION:**

- ★ Management & Administration ★ Business Management & Administration
- and ONE of: ★ Office (Workplace) Management & Administration OR Public Administration

**MANAGEMENT & LEADERSHIP**

- ★ Management & Administration ★ Leadership & Team Management
- ★ Project Leadership & Management

**MANAGEMENT & WORKPLACE SAFETY:**

- ★ Workplace Management & Administration ★ Health & Safety In The Workplace
- ★ Commercial Practice & Law

**MARKETING ADMINISTRATION:**

- ★ Marketing & Sales Management ★ Advertising & Public Relations
- and ONE of: ★ Retail Marketing Management OR International Business & Trade

**MATERIALS & LOGISTICS MANAGEMENT:**

- ★ Stores & Warehouse Management ★ Purchasing & Resourcing Management
- ★ Logistics, Materials & Supply Chain Management (and Transport)

**MEDIA & COMMUNICATIONS MANAGEMENT:**

★ Journalism, Media & Professional Writing ★ Media Studies  
and ONE of: ★ Digital & Online Marketing OR Communication in Business & Management

**OIL & GAS MANAGEMENT:**

★ Oil & Gas Management & Economics ★ Environmental Concerns & Protection  
and ONE of: ★ Business Economics & Commerce OR Logistics & Supply Management

**POLICE LEADERSHIP & MANAGEMENT:**

★ Police Leadership ★ Leadership & Team Management  
and ONE of: ★ Management & Administration OR Security Management

**PROCUREMENT & SUPPLY MANAGEMENT:**

★ Purchasing (Procurement) & Resource Management ★ Supply Chain Strategy & Organisation  
★ Logistics, Materials & Supply Chain Management (& Transport)

**PROJECT MANAGEMENT:**

★ Project Leadership & Management ★ Project Event Management  
and ONE of: ★ Project Management & Planning OR Leadership & Team Management

**RETAIL MANAGEMENT & ADMINISTRATION:**

★ Retail Marketing Management & Customer Relations ★ Marketing & Sales Management  
and ONE of: ★ Business Management & Administration OR Digital & Online Marketing

**SECURITY MANAGEMENT & ADMINISTRATION:**

★ IT Systems Security & Administration ★ Security & Safety Risk Management  
★ Workplace Health & Safety Management

**TEACHING & SCHOOL MANAGEMENT:**

★ Classroom Management & Psychology for Teachers ★ School Leadership & Management  
and ONE of: ★ Health & Safety ★ Early Childhood Education ★ Educational Psychology

**TRANSPORT & LOGISTICS MANAGEMENT:**

★ Transport Management ★ Logistics, Materials, Transport & Supply Chain Management  
and ONE of: ★ Business Management & Administration OR International Business



**Carvern Shamu**, Honours Diploma wrote from **South Africa**:

*"My success and recognition is thanks to CIC and their brilliant Curriculums. All supported by professional, dedicated 24/7 staff who ensured I received on-time bespoke services with this classic, affordable global College."*



**Fridah Nkonge**, Honours Diploma wrote from **Kenya**:

*"I am thrilled my CIC Honours Diploma led to a rapid promotion to an executive role abroad. I'm grateful for the exceptional support and resources, which were pivotal in my career. I'm very excited to further my development with CIC."*



**Joseph Kwame**, Honours Diploma wrote from **Ghana**:

*"My Stores Management Diploma gained me employment as a Storeman at African Mining Services. With my Honours Diploma in Materials Management my career progressed and my post is now Stores Officer at Amax Ghana."*



**Kwabena Ababio**, Honours Diploma wrote from **Belgium**:

*"I am proud of CIC's high value. With my Honours Diploma I was accepted by the University of Derby in UK for a top degree program of Bachelor of Arts (Hons) in Accounting & Finance. CIC prepared me to climb the ladder to the top!"*





## **CIC Baccalaureate Graduate**

**Benjamin Eebo Ampere** wrote from the **United States of America (USA):**

*"With my CIC Baccalaureate studies and award I have been able to relocate to the USA and I obtained permanent residence status. It enabled me to get a job and so I am now working with the Connecticut State Department. The CIC programme is enhancing my development rate and my growth potential in the department."*



## **CIC EBA Graduate**

**Rukunde Dikarabo-Motlhalefi** wrote from **Botswana:**

*"I completed my very informative and interesting Executive Business Administration in IT Systems & Database Administration. I presented the certificate to my employer who rewarded me with an allowance aligned to my new qualifications which is 35% of my salary per month."*



## **CIC EMBA Graduate**

**Marie Johnson** wrote from the **United Kingdom:**

*"I started my CIC journey with an Honours Diploma in Management, completed an EBA in Project Management and then an EMBA. They really helped my career and I was promoted to Senior Manager. I never thought I could achieve this, but with CIC's support I did! Study at your own pace whilst working is much better than traditional study."*



## **CIC Baccalaureate & Graduate Diploma Graduate**

**Chisoni Ngoma** wrote from the **United States of America (USA):**

*"Thank you for the high-level quality education required to lead and manage organizations. After graduating from CIC with a Baccalaureate and Graduate Diploma on International Marketing, I was offered a scholarship to pursue a Master of Arts degree in Leadership in New York. I recommend those who want to succeed to enrol and study with CIC."*



## **CIC Baccalaureate Graduate**

**Sahr Nyaama** wrote from **Sierra Leone:**

*"I started my academic journey with CIC by gaining good Diploma results. On completing my studies I worked with several institutions local and international and I later re-entered CIC to study the Baccalaureate in Administration. I am currently the Chairman of the National Youth Service, a government agency supervising youth affairs in my country."*



## **CIC Mastery of Management Graduate Diploma Graduate**

**Mercy Jolly Nabachwa** wrote from **Uganda:**

*"I want to emphasize how valuable the CIC Graduate Diploma in Human Resource Management has been. The knowledge and insights greatly enriched my understanding of human resource management and I used those skills to enhance my academic performance and practical understanding of the subject."*



## **CIC EMBA Graduate**

**Paulos Kibreab Hizbai** wrote from **Eritrea:**

*"CIC improved my ability, confidence, decision-making skills, thinking, understanding and leadership style. Studying the EMBA enabled me to develop better time management skills and be more efficient. It advanced my career and personal development. It gave me the tools to tackle and manage top decisions and difficult situations I encounter."*



## **CIC EMBA (& CIC Mini MBA) Graduate**

**Hortence Wandji Kamdem** wrote from **Cameroon:**

*"It is an amazing journey learning with CIC. It is the ultimate investment for career growth and personal development with a good balance of intellectual and operational ability. It widens your views and understanding, giving the opportunity to put into practice the theoretical learnings. As a Manager, I can now demonstrate a global business expertise."*



## **CIC Honours Diploma Graduate**

**Mathew Kimson** wrote from the **Solomon Islands:**

*"The contents were comprehensive and well-organized. The pace was well-balanced, allowing me to absorb the material without feeling rushed. The self-assessment tests and easy-to-learn Modules enhanced my understanding. I recommend these Programs to anyone interested in Education. I found it an extremely valuable learning experience."*

## BACCALAUREATE IN BUSINESS ADMINISTRATION

This **flexible 2-year Business Administration Programme** offers a **range of Specialisations** and provides study and training which is essential for management success in today's competitive environment and modern world of global business.

This special Programme has been designed by leading professionals for ambitious men and women seeking the **high-level skills and competencies** vital for the development of **successful careers** in business, commerce, finance, management, marketing, human resource, logistics and administration, in commercial, industrial and government posts.

The First Year comprises 4 Subjects which provide valuable management, administrative and business knowledge. The Second Year comprises 4 **Specialist career-focused subjects** to increase professionalism, ability and career opportunities.



### Subjects studied in 'STUDY YEAR ONE':

1. Business Theory & Commercial Practice	2. Commercial Practice & Law
3. Management & Administration	4. Advanced Management & Administration

### Subjects studied in 'STUDY YEAR TWO':

#### Specialisation in ACCOUNTING ADMINISTRATION

5. Business Bookkeeping & Accounts	6. Business Finance & Accounting
7. Cost Accounting	8. Credit Management

#### Specialisation in BUSINESS ADMINISTRATION

5. Business Economics & Commerce	6. Marketing & Sales Management
7. Business Finance & Accounting	8. Advertising & Public Relations

#### Specialisation in COMMERCE & ADMINISTRATION

5. Business Economics & Commerce	6. International Business & Trade
7. Business Finance & Accounting	8. Project Leadership & Management

#### Specialisation in COMPUTERS & IT ADMINISTRATION

5. Computers & IT in Business & Management	6. IT Security & Management
7. Workplace Management & Administration	8. Project Leadership & Management

#### Specialisation in ECONOMICS, BUSINESS & ADMINISTRATION

5. Business Economics & Commerce	6. International Business & Trade
7. Macro, Micro and Business Economics	8. Logistics & Supply Chain Management

#### Specialisation in EDUCATIONAL LEADERSHIP & SCHOOL ADMINISTRATION

5. Teaching: Classroom Management & Psychology	6. Educational Psychology & Administration
7. School Leadership & Management	8. Middle Leadership and Guidance in Schools

#### Specialisation in ENGLISH & ADMINISTRATION

5. Professional & Social English	6. Business English & Letter Writing
7. Communication in Business & Management	8. Advanced English Language

## Specialisation in ENVIRONMENTAL MANAGEMENT & ADMINISTRATION

5. Environmental Protection & Management	6. Project Leadership & Management
7. Environmental Planning Processes	8. Planning Across Different Environments

## Specialisation in FINANCIAL ADMINISTRATION

5. Business Finance & Accounting	6. Business Economics & Commerce
7. Cost Accounting	8. Financial Management

## Specialisation in HOSPITALITY ADMINISTRATION

5. Hotel Operations & Management	6. Tourism & Travel Management
7. Events Management	8. Hospitality Industry & Administration

## Specialisation in HUMAN RESOURCE ADMINISTRATION

5. Human Resource/Personnel Management	6. Organisational Behaviour
7. Leadership & Team Management	8. Training Management & Employee Development

## Specialisation in HUMAN RESOURCE & OCCUPATIONAL HEALTH & SAFETY

5. Human Resource/Personnel Management	6. Organisational Behaviour
7. Health & Safety in the Workplace	8. Health & Safety Communication & Practice

## Specialisation in INSURANCE, RISK MANAGEMENT & ADMINISTRATION

5. Insurance Management	6. The Insurance Industry & Environment
7. Health & Safety in the Workplace	8. Commercial & Business Risk Management

## Specialisation in LEADERSHIP & ADMINISTRATION

5. Supervisory Management	6. Project Leadership & Management
7. Leadership & Team Management	8. Leadership: Effectiveness & Results

## Specialisation in MANAGEMENT & ADMINISTRATION

5. Administrative Management	6. Project Leadership & Management
7. Leadership & Team Management	8. Human Resource/Personnel Management

## Specialisation in MARKETING ADMINISTRATION

5. Marketing & Sales Administration	6. Advertising & Public Relations
7. Digital & Online Marketing	8. Retail Marketing & Customer Relations

## Specialisation in MATERIALS & LOGISTICS ADMINISTRATION

5. Stores, Inventory & Warehouse Management	6. Purchasing & Resourcing Management
7. Logistics, Materials & Supply Chain Management	8. Supply Chain Strategy & Organization

## Specialisation in PROJECT ADMINISTRATION

5. Project Leadership & Management	6. Project Leadership
7. Project Event Management	8. Purchasing & Resourcing Management

- ❖ Study level: Level 5
- ❖ Programme duration: 2 years (flexible study, average is 18 to 24 months)
- ❖ Minimum age: 19
- ❖ Further studies? Yes, including: EBA, EMBA, Graduate Diploma

★ The Baccalaureate Programme provides a wide range of further study options and opportunities for high-level promotions, development and career advancement.

★ Other Specialisations may be provided; contact the College with details of your request or needs.

## EXECUTIVE BUSINESS ADMINISTRATION (EBA) PROGRAMME

This is a professional, enjoyable, flexible **3-year Programme** designed by experts to help develop the high-level skills and competencies vital in ambitious men and women seeking **successful careers** in business, management, administration and related specialisations, at **senior and at executive levels**.

The EBA is structured to achieve the aims of becoming a successful, efficient and effective leader, executive, director or senior manager, and for achieving promotion to senior positions. It covers a wide range of important, interesting, practical, and specialist subjects prepared by experts to enable rapid learning.

The EBA Programme includes preparation of a Project to blend the practical and theoretical knowledge gained, and to increase analytical ability. Members choose a Project topic of personal interest (full guidance provided) and follow the clear EBA Project framework to success - and to Graduation.



- ★ A valuable additional benefit of the EBA Programme is that on completion of:-
  - ▶ the First Study Year, you will be awarded a *First Year Certificate of Completion*;
  - ▶ the Second Study Year, you will be awarded a *Second Year Certificate of Completion*;
  - ▶ all three Study Years, the prestigious **EBA** will be awarded (with transcript and grade sheet).

An award for *each* 'Study Year' completed provides proof to employers and sponsors of your **progress, achievement, commitment, development and your on-going study success**.

- ★ Holders of a CIC Honours Diploma or Baccalaureate, or other equivalent courses completed within 3 years of registering on the EBA Programme, may be eligible for **Study Exemptions**.
- ★ **Other Specialisations** are available, including:- Occupational Health & Safety; Teaching English & Educational Management; Energy Management; contact the College with details of your request.

- ❖ Study level: Level 6
- ❖ Programme duration: 3 years (flexible study, average is 24 to 36 months)
- ❖ Minimum age: 19
- ❖ Further studies? Yes, including: EMBA, Graduate Diploma

The First Study Year of the EBA Programme is the same for **all** EBA Specialisations:

### The four Subjects of the EBA First Study Year:

1. Business Theory & Commercial Practice	2. Commercial Practice & Law
3. Management and Administration	4. Advanced Management & Administration

The Second Study Year has Subjects 5 to 8; the Third Study Year has Subjects 9 to 12:

### Specialisation in ACCOUNTING ADMINISTRATION

5. Business Bookkeeping & Accounts	6. Business Finance & Accounting
7. Cost Accounting	8. Auditing & Assurance
9. Computers & IT in Business & Management	10. Management Accounting for Decision Makers
11. Organisation Environment	12. Project/Thesis

### Specialisation in BANKING & FINANCE ADMINISTRATION

5. Business Finance & Accounting	6. Financial Management
7. Credit Management & Control	8. Banking & Bank Operations
9. Computers & IT in Business & Management	10. Banking & Financial Systems
11. Organisation Environment	12. Project/Thesis

**Specialisation in BUSINESS ADMINISTRATION**

5. Business Economics & Commerce	6. Marketing & Sales Administration
7. Business Finance & Accounting	8. Advertising & Public Relations
9. Computers & IT in Business & Management	10. International Business & Trade
11. Organisation Environment	12. Project/Thesis

**Specialisation in COMMERCE & ADMINISTRATION**

5. Business Economics & Commerce	6. International Business & Trade
7. Business Finance & Accounting	8. Project Leadership & Management
9. Computers & IT in Business & Management	10. Economics & The Business Environment
11. Organisation Environment	12. Project/Thesis

**Specialisation in COMMUNICATION & MEDIA ADMINISTRATION**

5. Communication in Business & Management	6. Business English & Communication
7. Advertising & Public Relations	8. Journalism, Media & Professional Writing
9. Computers & IT in Business & Management	10. Professional Communication Skills
11. Organisation Environment	12. Project/Thesis

**Specialisation in CONSTRUCTION MANAGEMENT & ADMINISTRATION**

5. Workplace Health & Safety	6. Purchasing & Resourcing Management
7. Project Leadership & Management	8. Construction Management Theory & Practice
9. Computers & IT in Business & Management	10. Construction Project Management
11. Organisation Environment	12. Project/Thesis

**Specialisation in ECONOMICS & ADMINISTRATION**

5. Business Economics & Commerce	6. Business Economics: Theory & Practice
7. Economic Development	8. International Business & Trade
9. Computers & IT in Business & Management	10. Economics & The Business Environment
11. Organisation Environment	12. Project/Thesis

**Specialisation in EDUCATION, SCHOOL LEADERSHIP & ADMINISTRATION**

5. Teaching: Classroom Management & Psychology	6. Educational Psychology & Administration
7. Middle Leadership in Schools: Subjects & Teams	8. School Leadership & Management
9. Computers & IT in Business & Management	10. Management & Improvement in Schools
11. Organisation Environment	12. Project/Thesis

**Specialisation in ENGLISH & ADMINISTRATION**

5. Professional & Social English	6. Business English & Letter Writing
7. Communication in Business & Management	8. Advanced English Language
9. Computers & IT in Business & Management	10. Professional Communication Skills
11. Organisation Environment	12. Project/Thesis

**Specialisation in FINANCE & INVESTMENT ADMINISTRATION**

5. Business Finance & Accounting	6. Financial Management
7. Investment Management	8. Banking & Bank Operations
9. Computers & IT in Business & Management	10. Financial Accounting for Decision Makers
11. Organisation Environment	12. Project/Thesis

**Specialisation in HOSPITAL MANAGEMENT & ADMINISTRATION**

5. Leadership & Team Management	6. Health & Safety in the Workplace
7. Hospital Management: Productivity & Economics	8. Hospital Departments: Quality & Efficiency
9. Computers & IT in Business & Management	10. Improving Performance in Hospitals
11. Organisation Environment	12. Project/Thesis

**Specialisation in HOSPITALITY & EVENTS ADMINISTRATION**

5. Hotel Operations & Management	6. Tourism & Travel Management
7. Events Management	8. Hospitality Industry & Administration
9. Computers & IT in Business & Management	10. Hospitality Management
11. Organisation Environment	12. Project/Thesis

**Specialisation in HUMAN RESOURCE ADMINISTRATION**

5. Human Resource/Personnel Management	6. Organisational Behaviour
7. Management of Health & Safety	8. Training & Development Management
9. Computers & IT in Business & Management	10. Strategic Human Resource Management
11. Organisation Environment	12. Project/Thesis

**Specialisation in INTERNATIONAL BUSINESS & ADMINISTRATION**

5. International Business & Trade	6. Logistics, Materials & Supply Chain Management
7. International Marketing Management	8. Business Economics & Commerce
9. Computers & IT in Business & Management	10. International Business & Management
11. Organisation Environment	12. Project/Thesis

**Specialisation in INTERNATIONAL RELATIONS & ADMINISTRATION**

5. International Relations & Global Politics	6. International Relations Theory
7. International Business & Trade	8. Logistics, Supply Chain & Transport Management
9. Computers & IT in Business & Management	10. International Relations & Diplomacy
11. Organisation Environment	12. Project/Thesis

**Specialisation in IT SYSTEMS & DATABASE ADMINISTRATION**

5. Workplace Management & Administration	6. Project Leadership & Management
7. IT Systems Security & Administration	8. Leadership & Team Management
9. Computers & IT in Business & Management	10. Database Management & Administration
11. Organisation Environment	12. Project/Thesis

**Specialisation in LEADERSHIP, STRATEGY & ADMINISTRATION**

5. Leadership & Team Management	6. Organisational Behaviour & Leadership
7. Marketing Strategy	8. Project Management & Leadership
9. Computers & IT in Business & Management	10. Strategic Management
11. Organisation Environment	12. Project/Thesis

## Specialisation in MANAGEMENT & ADMINISTRATION

5. Administrative Management	6. Project Management & Leadership
7. Human Resource/Personnel Management	8. Leadership & Team Management
9. Computers & IT in Business & Management	10. Health & Safety Administration
11. Organisation Environment	12. Project/Thesis

## Specialisation in MARKETING ADMINISTRATION

5. Marketing & Sales Management	6. Advertising & Public Relations
7. Digital & Online Marketing	8. Global Marketing Management
9. Computers & IT in Business & Management	10. Marketing: Brands, Strategy, Value, Growth
11. Organisation Environment	12. Project/Thesis

## Specialisation in MATERIALS & LOGISTICS ADMINISTRATION

5. Stores, Inventory & Warehouse Management	6. Purchasing & Resourcing Management
7. Logistics, Materials & Supply Chain Management	8. Supply Chain Strategy & Management
9. Computers & IT in Business & Management	10. Inbound Logistics Management
11. Organisation Environment	12. Project/Thesis

## Specialisation in PROJECT ADMINISTRATION

5. Project Management	6. Project Leadership
7. Project Event Management	8. Purchasing & Resourcing Management
9. Computers & IT in Business & Management	10. Programme Management & Project Strategy
11. Organisation Environment	12. Project/Thesis

## Specialisation in PUBLIC POLICY & ADMINISTRATION

5. Public Administration	6. Public Policy Making
7. Administrative Management	8. Leadership & Team Management
9. Computers & IT in Business & Management	10. The Public Policy Process
11. Organisation Environment	12. Project/Thesis

## Specialisation in TRAINING & DEVELOPMENT ADMINISTRATION

5. Human Resource/Personnel Management	6. Organisational Behaviour
7. Management of the Training Function	8. Training & Development
9. Computers & IT in Business & Management	10. Management & Employee Development
11. Organisation Environment	12. Project/Thesis

## Specialisation in TRANSPORT MANAGEMENT & ADMINISTRATION

5. Logistics, Materials, Supply, Transport Management	6. Business Economics & Commerce
7. Transportation Management	8. Public Transport Management & Administration
9. Computers & IT in Business & Management	10. Shipping <i>or</i> Air Transport Management
11. Organisation Environment	12. Project/Thesis

\* The EBA Programme will greatly improve skills, competencies, knowledge and confidence; and offers an opportunity to specialise and gain an in-depth understanding of the business environment.

## MASTERY OF MANAGEMENT GRADUATE DIPLOMAS

These specialist Programs comprise market-leading content and syllabuses written by leading authors and experts. They have been developed and produced by leading professionals to provide great knowledge, understanding and development.

They are designed for men and women who already possess good subject knowledge, have completed appropriate levels of study, and who require expert, specialist knowledge for their careers. Holders of a Graduate Diploma have demonstrated expert skills and have the knowledge to hold top posts.

These professional Programs are offered to men and women who are, or who aim to become, specialist senior managers, directors, executives and professionals; and who wish to gain specialist, high-level awards and knowledge in a particular career area or field of expertise, and apply it effectively in work.



- ❖ Study level: Level 7
- ❖ Programme duration: 1 year (flexible study, average is 6 to 15 months)
- ❖ Minimum age: 20
- ❖ Further studies? Yes, including: EMBA

### Accounting for Decision Makers (Financial Accounting; Management Accounting)

**Introduction:** The Financial Accounting Program focuses on how financial statements and data can improve the quality of financial decision making. The Management Accounting Program focuses on strategic planning and making the best management and business choices.

The Programs are ideal for financial and accounting personnel, particularly decision makers and planners, and for business managers, executives and directors. Contents include:

- Measuring & Reporting on Financial Position
- Company Accounting, Analysing Statements
- Reporting Cash Flows, Assets, Liabilities
- Governing a Company, Interpreting Accounts
- Purpose of Management Accounting, Costing
- Relevant Costs, Cost-Volume-Profit Analysis
- Costs, Competition, Budgeting, Control
- Investment Decisions, Measuring Performance

### Business Finance & Investment

**Introduction:** This Graduate Diploma Program covers the theory and practice of business finance. It focuses on major theories of financial decision making and investment appraisal methods. It explains about financial decision-making theory and about decision-making in actual practice.

The Program is ideal for: accountants, finance & investment personnel; managers, directors and owners, who must make effective, well-informed finance and investment decisions. Contents include:

- The Business Finance Environment
- Business Finance, Organisation of Business
- A Framework for Financial Decision Making
- Financial Accounting Statements, Analysis
- Investment Decision Making
- Investment Appraisal Methods, Risk Factors
- Portfolio Theory and Pricing Models
- Tax, Inflation, Capital Rationing, Cash Flows

### Business Law

**Introduction:** This Graduate Diploma Program covers the major area of business law and legal developments, using business examples to increase understanding and to demonstrate the practical application of the law and how it applies to businesses.

The Program is ideal for intending law specialists, and for business managers, executives and others who require a good knowledge of business law. Contents include:

- The Nature of Law, How Law is Made
- The Terms of Contract, Remedies for Breach
- Tort Law, Liability: Goods, Services, Premises
- Employment & Agency Law, Sale of Goods
- Work Rights: Safety, Discrimination, Dismissal
- Company Law, Formation, Organisation
- Directors, Secretary, Auditors, Shareholders
- IP, Copyright, Patents, Trademarks



## Corporate Strategy, Policy & Planning

**Introduction:** This Graduate Diploma Program expertly explains about strategic management and corporate policy, how to analyse the business environment, and how to make strategic decisions. It clearly and expertly explains how to plan, implement and control strategies, and evaluate them. **The Program is ideal for business and organizational leaders, directors and strategists who need to assess the internal and external environment and choose suitable strategies. Contents include:**

- Concepts of Strategic Management & Policy
- Corporate Governance, Social Responsibility
- Environmental Scanning, Industry Analysis
- Internal Scanning, Organization Analysis
- Strategy Formulation, Strategic Choice
- Business, Corporate & Functional Strategy
- Implementing and Organizing Strategies
- Evaluation & Control, Other Strategic Issues

## Event Management

**Introduction:** This Graduate Diploma Program provides the knowledge and sophisticated skills required to become a professional event manager. It covers event strategic planning, marketing, budgets, venues, laws, clients and sponsors, and human resource management.

**The Program is ideal for project and event management specialists and planners, managers and staff involved in hosting tourism, business, sporting, hospitality and other events. Contents include:**

- The Event Industry, Concepts, Logistics, Venues
- Legal Matters, Client Relations, Agreements
- Marketing Strategy, Planning, Finance, Risk
- Event Bids, Event Project Management, Tools
- Promotion, Public Relations, Sponsorships
- Staging Events, Services, Contractors, Catering
- HR, Staffing, Safety, Security, Crowd Control
- Protocol, The Environment, Event Control

## Financial Strategy & Decisions

**Introduction:** This Graduate Diploma Program explains the theory and practice of financial strategy. It starts with financing the operations of an organisation, the stock exchange, gearing and dividends, then focuses on integrated financial decisions combining investment, finance and management.

**The Program is ideal for people aiming to be respected high-level managers, executives, accounts and/or financial controllers, for directors, and business people. Contents include:**

- Finance Decisions, Short & Long-Term Finance
- The Cost & Finance of Capital, Discount Rates
- The Stock Exchange, Secondary Markets
- Financial Gearing, Shareholder Wealth
- Dividend Theory, Dividend Decisions, Taxes
- Management Of Working Capital, Liquidity
- Mergers, Takeovers, Portfolio Theory
- International Finance, Exchange Rates

## International Marketing

**Introduction:** This Graduate Diploma Program provides an informative explanation of the international marketing and planning process, of customers, producers, suppliers and global markets. It covers developing and implementing marketing programmes, dealing with challenges and global competition.

**The Program is ideal for marketing executives and personnel, and import & export managers. It will also greatly help those with duties in logistics & supply chains and global trade. Contents include:**

- Global Marketing, Planning, Organising
- Value Chains, Competitive Advantage, Support
- Political, Legal, Economic & Social Factors
- Governments, Export, Exchange Rate, Tariffs
- Entering Global Markets, Logistics, Transport
- Choosing Foreign Markets, Franchise, Alliances
- Global Retail, Direct Marketing, E-Commerce
- Global Marketing Programs, Strategy, Budgets

## International Relations

**Introduction:** This Graduate Diploma Program explains theoretical, historical, traditional and modern IR thinking, and how IR can explain current political dilemmas, cultural diversity, national and international agendas. With understanding, solutions can be examined and future events predicted.

**The Program is ideal for current and intending IR practitioners, those involved in government, politics and social matters, and those involved in global trade, history and the environment. Contents include:**

- International Relations, Social Science, History
- Realism, Order, Power, Change, Security, War
- Liberalism, Regimes, Interdependence
- Idealism, Governance, Society, Justice
- Marxism, Capitalism, Economics, Geopolitics
- Colonialism, Constructivism, Rules, Causes
- Gender, Structural Violence, Identity
- Green Theory, Sustainability, Sovereignty

## Management & Leadership

**Introduction:** This Graduate Diploma Program explains the managerial leadership role, how to be a great leader, and teaches about control, power, culture, conflict, decision-making, organisation, relationships and performance. It explains how to create and manage an effective work environment.

The Program is ideal for managers, executives and leaders who need a high-level understanding of how to lead people and organizations successfully. Contents include:

- Qualities & Attribute of Successful Managers
- Managerial Styles, Systems, Philosophies
- Management Control Systems, Strategies
- Power, Organisation, Transformation, Change
- Managerial Behaviour, Effectiveness
- Leadership, Influence, Attitudes, Quality
- Theories, Concepts: MBO, 7-S Framework
- Organisational Culture, Development, Conflict

## Management of Human Resources

**Introduction:** This Graduate Diploma Program expertly deals with the theory and practice of personnel (workforce-centred) and human resource (resource-centred) management. It explains the detailed roles, responsibilities and strategic management of HR.

The Program is ideal for senior HR managers, executives, leaders, organisers and administrators who need to assess, understand, plan, control and improve HR in organizations. Contents include:

- Organizations, Individuals, Behaviour, HR
- Work Environment, Ethics, Settings, Culture
- Well-being, Conflict & Resolution, Stress
- Personality, Performance, Diversity, Change
- Learning, Development, Knowledge, Creativity
- Perception, Attribution, Communication
- Motivation, Job Satisfaction & Enrichment
- Groups & Teams, Organizational Structure

## Managerial Economics

**Introduction:** This Graduate Diploma Program explains how to make good business decisions based on macroeconomic and microeconomic theory. It teaches how the economy works, about the business environment, economic factors which affect businesses, and how to run businesses competitively.

The Program is ideal for senior managers, directors and executives who must understand the economy and business economics in order to run businesses effectively. Contents include:

- The Economic Environment, Supply, Demand
- Macro and Micro Economics, Competition
- Consumer Behaviour, Markets, Products, PLCs
- Supply Decisions, Costs, Revenue, Profit
- Market Structure, Pricing, Governments, Laws
- Money, Monetary Policy, Interest Rates, Inflation
- Global Trade & Finance, Barriers, Brands
- Economies of Scale, Mergers, Business Cycles

## Marketing Strategy

**Introduction:** This Graduate Diploma Program focuses on strategic marketing and how to conduct strategic market planning, develop core strategy, to target and segment markets. It explains about achieving customer satisfaction, quality, value, growth, and how to overcome competition.

The Program is ideal for marketing managers, strategists and directors who need to provide products which satisfy customers, profitably, while overcoming competitors. Contents include:

- Strategic Marketing Plans, Marketing Mix
- Segmentation, Targeting, Strategic Groups
- Customer Relations, Quality, Creating Value
- Product Life-Cycle Strategy, Pricing Strategy
- Core Strategy, Satisfying Customers, Brands
- Positioning, Differentiation, Communication
- Competitive Advantage, Market Share, Growth
- Product Development, Innovation, Reviews

## Money, Banking & Financial Systems

**Introduction:** This Graduate Diploma Program explains the purposes and features of money, banks, banking, financial institutions, financial systems and markets, their functions and their importance. It explains about banking & financial risks, regulation and effects on financial and economic activity.

The Program is ideal for banking and financial services managers and personnel who need advanced knowledge of banking and financial economics theory and policy. Contents include:

- Financial Systems: Role, Features, Operation
- Interest Rates, Liquidity, Risk, Inflation
- Valuation of Assets, Rates of Return, Risk
- Banks, Money Supply, Forecasts, Borrowing
- The Demand for Money, Monetary Policy
- Money Markets, Bond Markets, Pricing
- Equity Markets, Foreign Exchange Markets
- Derivatives, Futures, Options, Swaps Markets

## Operations & Quality Management

**Introduction:** This Graduate Diploma Program explains the key issues and techniques of operations management, and its strategic role in managing and making the best and most efficient use of resources, finance, technology and logistics to produce high quality goods and services.

The Program is for managers, directors and business people wishing to improve processes, efficiency, customer satisfaction and competitiveness. Contents include:

- Operations, Processes, Resources, Strategy
- Operations Objectives, Quality Management
- Product, Service and Process Design, Layout
- Supply Networks, Inventory Management
- The Input-Transformation-Output Process
- Performance: Social, Environment, Economic
- Resource Planning, Control, Operations Flows
- Demand & Capacity, Market Needs, Efficiency

## Organisational Design & Behaviour

**Introduction:** This Graduate Diploma Program expertly teaches a managerial approach to organisational design, structure, management and people's behaviour; the Program explains the effects of such factors on organisational performance, productivity and management effectiveness.

The Program is ideal for managers, executives, directors and business people who need to understand and have an effective approach to organisational behaviour and design. Contents include:

- Management and Organisational Behaviour
- People, Culture, Psychology, Environment
- Goals, Strategy, Responsibility, Analysis
- Work Relationships, Behaviour, Performance
- Groups, Social Systems, Processes, Tasks
- Systems, Functions, Work Patterns, Change
- Organisation Structure, Design, Delegation
- Technology, Human Resource, Control, Policy

## Organisational Understanding & Development

**Introduction:** This Graduate Diploma Program provides detailed understanding of the processes, relationships and behaviour of people at work. It teaches how to manage human resources - people and their skills and knowledge - and use power, authority, skills and leadership to best effect.

The Program is ideal for managers, leaders, executives, HR personnel and supervisors who must manage individuals and groups effectively to improve organisational performance. Contents include:

- Individuals, Differences, Personality, Diversity
- Perception, Organisation, Judgement, Culture
- Groups, Teamwork, Performance, Cohesion
- Group Processes & Behaviour, Commitment
- Knowledge, Learning Theories, Development
- Motivation, Frustration, Effectiveness, Ethics
- Management Control, Power, Empowerment
- Conflict, Communication, Change, Society

## Project Management (Advanced)

**Introduction:** This Graduate Diploma Program explains the purpose of project management and the role of project managers, and how to accomplish demanding project requirements within often complex situations and tight cost and time restrictions.

The Program is ideal for key project personnel, project managers, leaders, and engineers, and those needing to organize, plan, manage and control projects and project resources. Contents include:

- Project Managers, Planning, Control, Goals
- Project Definition, Appraisal, Strategy, Finance
- Organization, Structure, Teams, People
- Project Scheduling, Functions, Time Factors
- Resource Scheduling, Networks, Checklists
- Project Risks & Crises, Monitoring Progress
- Costs, Budgets, Earned Value Analysis, Quality
- Information Systems, Reports, Changes

## Property (Real Estate) Management

**Introduction:** This Graduate Diploma Program provides thorough and well-planned explanations and details on the essential concepts which need to be understood for a successful professional career in real estate, property management and development, planning and construction management.

The Program is ideal for property owners, managers and real estate personnel involved in surveying, land management, housing, property, planning and construction. Contents include:

- Real Estate Management, Agent-Client Relations
- Building Surveys, Commercial Property, Rent
- Construction, Development, Economics, Law
- Finance, Investment, Tax, Property Valuation
- Real Estate Planning, Marketing, Sales, Contracts
- Property Asset Management, Quantity Surveys
- Land & Estate Regeneration, Sustainability
- Land, Housing & Residential Property, Tenants

## EXECUTIVE MASTERY OF BUSINESS ADMINISTRATION

This specially-designed, comprehensive high-level Programme, develops advanced business management and administration skills that are essential for senior, executive and Board-level managerial positions in our highly competitive business world.

This excellent Programme is flexible and expertly produced. Study materials and content are written and produced by world-leading experts and publishers to provide expert knowledge and understanding, and to allow structured, continuous progress.

This Programme is for men and women aiming to get to the top of their chosen careers, and who are motivated, highly-driven and determined to be successful, top-quality leaders, executives, business people and senior managers. It offers great rewards in terms of wide-ranging knowledge and high potential to achieve top careers, high pay and good benefits.



- ★ The **first two Study Years** provide a wide-ranging practical-oriented view of the business and commercial environment, covering important subjects with a focus on management and business.
  - ★ The **third Study Year** comprises 3 compulsory subjects and 2 specialisation subjects. They are high-level subjects with both technical and academic content, yet always with a focus on the practical application of the subject knowledge.
  - ★ Holders of a CIC Honours Diploma, Baccalaureate, EBA or other equivalent courses completed within 3 years of registering on the EMBA Programme, may be eligible for **Study Exemptions**.
  - ★ **Other Specialisations** may be available, such as International Relations, and other business or management related subjects; contact the College with details of your request.
  - ★ Acceptable entry qualifications may include academic/professional qualifications acceptable to and recognised by CIC, and/or work and practical experience at an appropriate senior level of responsibility. If you are not certain whether you are eligible for entry, ask for an Eligibility Application Form.
  - ★ Depending on previous studies, an extra Specialisation-related subject may be included in the Second Study Year (there is no extra fee payable in such cases).
- ❖ Study level: Level 7    ❖ Programme duration: 3 years (flexible study, average is 24 to 36 months)  
 ❖ Minimum age: 21       ❖ Further studies? Yes, including: EDBA, Graduate Diplomas.

The First Study Year, the Second Study Year, and the first three subjects of the Third Study Year and the Project are all mandatory and are the same for **all** EMBA Specialisations. There are then 2 Specialist Subjects for each EMBA Specialization.

### The four Subjects of the EMBA First Study Year:

1. Business Theory & Commercial Practice	2. Business Economics & Commerce
3. Management and Administration	4. Advanced Management & Administration

### The four Subjects of the EMBA Second Study Year:

1. Business Finance & Accounting	2. Human Resource Management
3. Marketing & Sales Management	4. Commercial Practice & Law

### The compulsory four Subjects of the EMBA Third Study Year:

1. Corporate Strategy, Policy & Planning	2. Managerial Economics
3. Business Finance & Investment	4. Project

**Specialisation Subjects of the EMBA Third Study Year:****Specialisation in ACCOUNTING & MANAGEMENT**

1. Management Accounting	2. Financial Accounting
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**Specialisation in BUSINESS MANAGEMENT**

1. Management & Leadership <i>or</i> Business Admin	2. Marketing Strategy
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**Specialisation in ECONOMICS & BUSINESS**

1. Business Economics	2. Economics & the Business Environment
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**Specialisation in FINANCIAL MANAGEMENT**

1. Financial Strategy & Policy	2. Banking & Finance <i>or</i> Financial Management
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**Specialisation in HOSPITALITY MANAGEMENT**

1. Hospitality Management	2. Hospitality Organization <i>or</i> Event Management
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**Specialisation in HUMAN RESOURCE MANAGEMENT**

1. Management of Human Resources	2. Management & Leadership
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**Specialisation in INTERNATIONAL BUSINESS & MANAGEMENT**

1. International Business	2. International Marketing
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**Specialisation in LAW & MANAGEMENT**

1. Business Law	2. Commercial Law
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**Specialisation in LEADERSHIP & MANAGEMENT**

1. Management & Leadership	2. Project Management
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**Specialisation in LOGISTICS & SUPPLY CHAIN MANAGEMENT**

1. Supply Chain Management	2. Logistics & Supply Chain Strategy
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**Specialisation in MARKETING MANAGEMENT**

1. International Marketing	2. Marketing Strategy
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**Specialisation in ORGANISATIONAL MANAGEMENT**

1. Organisational Design & Behaviour	2. Organisational Understanding & Development
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**Specialisation in PROJECT MANAGEMENT**

1. Project Management (Advanced)	2. Event Management <i>or</i> Operations Management
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**Specialisation in STRATEGIC MANAGEMENT**

1. Strategic Decisions & Action <i>or</i> Financial Strategy	2. Marketing Strategy
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## The College's Accreditation, Recognition and High Standards are your Guarantee of High Quality Study, Training & Education



- ▶ The College is legally incorporated and registered in Jersey, Britain (where the College's headquarters are situated and where the College has operated from for over 40 years) and operates in compliance with the legislation of the Government of Jersey, Britain.
- ▶ The College is authorised by an Act of the Royal Court of Jersey to operate as a College, and to provide professional, general and technical education, study, training, and tuition.
- ▶ The College is permitted to conduct examinations and grant diplomas, certificates and awards to students worldwide.
- ▶ The Government of Jersey recognizes the College's accredited status and the quality assurance of its Programs.
- ▶ The College is accredited by ASIC, one of the world's largest accrediting bodies, an independent UK government-approved quality assurance body.
- ▶ The College is an Institutional Member of the International Council for Open & Distance Education.
- ▶ The College and its Programs are approved and externally endorsed by ILM City & Guilds.



**ASIC**  
*Accreditation for Schools,  
Colleges & Universities*  
CIC is fully accredited by ASIC

Accreditation focuses on quality and the ability to uphold & maintain ASIC Standards, covering:

* Management	* Quality Systems
* Staff & Teaching	* Study Materials
* Student Support	* Examinations
* Facilities & IT	* Assessment
* Course Resources	* Feedback
* Procedures	* Performance



**The College and its Programs are approved, recognized and endorsed by ILM City & Guilds.**  
CIC received commendable results in all aspects of ILM Quality Audits Your assurance of CIC's quality.

CIC undergoes an annual ILM Quality Audit inspection & quality assurance review, covering:

* Programme Design	* Qualifications
* Course Structure	* Course Delivery
* Staff & Resources	* Monitoring
* Policies, Procedures	* Management
* Guidance, Induction	* Information & Data
* Quality Assurance	* Learning Outcomes
* Internal Quality Control	* Assessment & Evaluation



**INTERNATIONAL COUNCIL FOR OPEN AND DISTANCE EDUCATION**  
*The College is an ICDE Member*

The ICDE is the leading global organisation for bringing accessible, quality education to all through open, flexible and distance learning. ICDE is a key consultative partner to UNESCO.  
**The College meets the requirements and standards for ICDE Institutional Membership.**



**The College is Authorised to provide education, study, training & tuition through an Act of the Royal Court of Jersey.**

The College is permitted to grant diplomas, certificates and awards to students worldwide.

- ▶ The College adheres to international standards of good practice for: The provision of professional and international Study, Training and Educational Programs, Study Materials, Administration, Examinations & Assignments, Assessments & Awards delivered across the Globe.

### ENROLLING: EASY & STRAIGHTFORWARD

- ❖ All needed information about how to enrol, and about Study Materials, Fees, Exams, and Awards, is given in CIC's Enrolment Forms and on the College's website.
- ❖ To be enrolled, CIC needs to receive a completed Enrolment Form and a Fee payment from you. When CIC receives those, you will be enrolled. Study Materials will be sent to you within a few days, and the first Modules may also be sent as softcopy so you can start studying immediately.

### SITTING EXAMS: A SIMPLE PROCESS

- \* Exams are sat under Approved Invigilation, supervised by an approved Invigilator or Supervisor. Invigilation can be quickly and easily arranged wherever in the world you are.
- \* You may sit your Exam(s) on any day or date which is convenient to you and your Invigilator, whenever you are ready and prepared to attempt your Exam(s).
- \* Invigilation arrangements are made after you are enrolled; CIC provides full, clear, easy-to-follow guidance and details.

**College Policies.** The College operates professional and approved policies including:- Equal Opportunity Policy; Data Protection Policy; Assistance Request Policy; Appeals Policy; Refund Policy; Special Needs Policy. These are available on request and are on CIC's website.

# WHAT IS INCLUDED & EXCELLENT REASONS TO ENROL

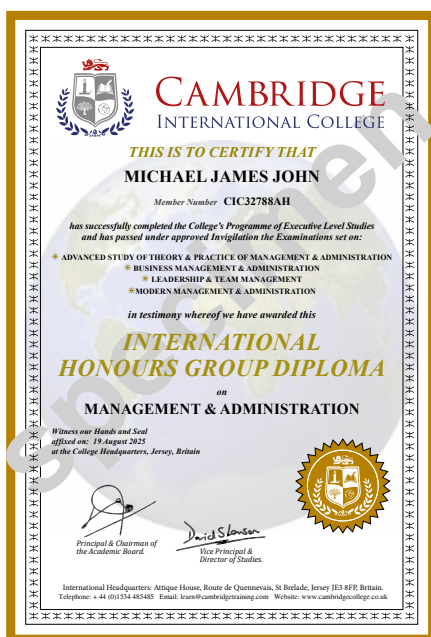
## THE CIC FEE INCLUDES ALL THIS:-

- ★ Your registration as a Member of an accredited, internationally recognised, respected College.
- ★ Your own high-quality, professionally-written, international CIC Study & Training Materials.
- ★ A Study & Training Guide with advice on how to study successfully and answer Examinations well.
- ★ Tests with Recommended Answers, or Training Test(s) or Past Paper and optional Tutorial Support.
- ★ The Examination(s) written under Invigilation in your own area, and their Assessment.
- ★ The CIC award and qualification on the successful completion of your Study & Training.
- ★ Rapid dispatch of all Study Materials, Exam Papers and Awards by registered post or courier.
- ★ Your personal pages on CIC's Member's website to see results, despatch details, advice and more.
- ★ Newsletters and details of special offers, new Programs, competitions, information and advice.
- ★ A hard-working Principal, Vice-Principal and team of staff dedicated to ensuring your success.
- ★ A free extra course when you enrol if you provide your personal email address on enrolment.
- ★ The opportunity to progress up to the highest levels of study and qualifications if you want to.
- ❖ **CIC's high-quality Courses include EVERYTHING you need to rapidly increase your knowledge, qualifications, education, and to become a valued employee, manager, business person or executive. To invest in your future simply send a completed Enrolment Form and Fee payment to the College.**

## EXCELLENT REASONS TO ENROL:-

- ★ **YOU WILL BE A 'MEMBER' OF CIC.**  
The College treats you as a mature person and respects your personal goals. You can rely on CIC's high-quality management, support and experience to help you succeed and achieve your ambitions.
- ★ **YOU CAN STUDY IN YOUR OWN AREA.**  
You do not have to travel to a study centre or leave home. With distance-learning you can study wherever you are. But, if you wish to enrol with a CIC Affiliate centre we can advise you about that.
- ★ **YOU CAN ENROL WHEN YOU ARE READY.**  
You can register and start CIC Study & Training on any day of the year, whenever you are ready. There are no set semesters, terms or registration dates.
- ★ **YOU CAN STUDY AT YOUR OWN PACE.**  
You study at the speed which best suits you - at home, at work, day or night. The time taken to complete study is flexible and convenient to suit you.
- ★ **YOU CAN RAPIDLY MASTER THE CONTENT.**  
CIC Study Materials are written by highly skilled Professors and Experts, supervised by CIC's experienced Executives, to ensure your rapid progress, even if your main language is not English.
- ★ **YOUR EMPLOYMENT WILL BENEFIT.**  
If you are employed you do not need to stop work or take unpaid study leave. You can apply what you are learning whilst at work. And if not yet employed, CIC is your route to good jobs and a top career.
- ★ **WORLDWIDE FAMILY OF CIC MEMBERS.**  
You will join the family of Members & Graduates who have studied with an accredited global College.

## Study & Graduate to Achieve your own Awards and Qualifications



Actual diplomas/certificates/awards/qualifications are A4 size (21 cm by 29.5 cm).

CIC is registered with the Office of Data Protection and complies with GDPR data regulations; CIC will never provide your details to a 3rd party for marketing or similar purposes.



**THESE MEN AND WOMEN AND THOUSANDS MORE LIKE THEM HAVE SUCCEEDED - AND SO CAN YOU!**



## **PROFESSIONAL STUDY, TRAINING & EDUCATION FROM BRITAIN**

- Accounting • Administration • Advertising & Public Relations • Banking & Finance • Bookkeeping
- Business Management • Classroom Psychology & Management for Teachers • Communication
- Computers & IT • Construction • Credit Control • Entrepreneurship • Economics & Commerce
- Education & School Leadership • English • Environmental Management • Events Management
- Finance & Investment • Health & Safety • Hospitality Management • HR & Personnel Management
- Hotel Operations & Management • Insurance • International Business • International Marketing
- International Relations • Journalism & Media • Law • Leadership & Team Management
- Logistics & Materials Management • Management & Administration • Marketing & Sales Management
- Office Administration • Operations & Quality Management • Organisational Behaviour
- Organisational Development • Project Management • Property Management • Public Administration
- Purchasing & Resourcing • Retail Management • Risk Management • Secretarial & PA Duties
- Supervisory Management • Sport & Leisure • Stores, Inventory & Warehouse Management
- Strategic Management • Supply Chain Organisation • Supervisory Management • Tourism & Travel
- Training & Employee Development • Transport & Shipping Management - and more

### **A WIDE RANGE OF STUDY & AWARDS INCLUDING:**

- International Diplomas • Mastery of Management Graduate Diplomas
  - Honours Diplomas • Baccalaureate in Business Administration
  - Executive Business Administration (EBA) • Executive Mini MBA
    - Executive Mastery of Business Administration (EMBA)



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