



CAMBRIDGE INTERNATIONAL COLLEGE

THE BRITISH INTERNATIONAL COLLEGE OF PROFESSIONAL MANAGEMENT

Professional Study & Training for Successful Careers

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

+ 44 1534 485485 @learn@cambridgetraining.com cambridgecollege.co.uk

3-Year EXECUTIVE BUSINESS ADMINISTRATION Programme

- ❖ Cambridge International College offers ambitious men and women a professional, flexible, enjoyable **three year Executive Business Administration Programme**.
- ❖ CIC's **flexible** Executive Business Administration Programme is designed by experts to **develop high-level skills and competency** vital in men and women seeking **successful careers** in business, management, administration and related specializations, and for entry to Master, MBA, EMBA and other MBA-level study.
- ❖ The **high quality** Study Materials **included** in the Programme Fee, ensure superb tuition and acquisition of **wide-ranging knowledge**.
- ❖ The prestigious EBA award has **specializations** offered in:

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

- ❖ Designed for men and women aiming to become well-trained, knowledgeable, confident, successful **leaders, executives, professionals and senior managers**.



Professional



International



Knowledge & Success



The Executive Business Administration Programme

Listed below are details of the Programme, including Study Method, Duration and Awards

★ WHEN TO REGISTER

Registration onto the Programme as a **CIC Member** can take place on **any day or date** of the year; there are **no** fixed start dates, **no** term-dates or semesters - you register when **YOU** are ready; the sooner you take action and register, the sooner you will **progress and achieve success**.



★ DURATION OF PROGRAMME

Your Membership Period (your study period) is three years, but you can complete in much less than 3 years; or if for work, personal, travel or other reasons you need longer, then your Membership Period can be extended. The **time allowed** to complete each 'Study Year' and the overall Programme is **flexible** to suit your needs. The **actual time** taken depends on your knowledge and ability, the time you have available for study and the progress you make, and your experience and ambitions.

★ STUDY METHOD

The **flexible** distance-learning study method allows you to progress at your own pace, and to complete each Study Year **at the speed which is best for you**. If after registration you would like additional tutorial assistance, that can be arranged in many countries worldwide.

★ STUDY MATERIALS

Professionally written and expertly produced CIC Study & Training Materials are provided for each Subject in accordance with the Programme Fee. Based on over 80 years of experience, the modern, high-quality Materials are designed to ensure that you gain high-level **knowledge, skills and understanding**, and that you have the best chance to enjoy your study and achieve the best results. **Everything you require for success is provided!**



★ PROGRESSING THROUGH THE PROGRAMME

The Programme is structured into three flexible 'Study Years' (which can be referred to as semesters or sections), which you complete 'Study Year' by 'Study Year'. You will receive a professional, detailed and helpful **Study & Training Progress Guide** which explains **how best to study and make progress** through the Programme. And of course you can contact the College at any time if you have questions or require advice.

★ EXAMINATIONS, REQUIREMENTS AND ASSESSMENTS

Examinations are set for each 'Study Year' based on the CIC Materials and syllabus for each Subject (which are provided as part of your Fee) and additional **comprehensive and professional Exams Guidance** is given. Test Questions and Papers (with model answers) and Past Papers are available and included in the Fee. Full details and instructions on how, when and where Exams are written, are provided when you register. CIC will arrange your Exams wherever in the world you are - when **YOU** are ready to sit them.



★ AWARD AND CERTIFICATION - AND PROOF OF ACHIEVEMENT AT EACH STAGE

You will gain a valuable award **for each Study Year that you complete**:

- on completion of the First Study Year an EBA First Year certificate will be awarded to you;
- on completion of the Second Study Year an EBA Second Year certificate will be awarded to you;
- and on completion of the three Study Years, CIC's prestigious **Executive Business Administration Award** (with a detailed grade sheet) will be awarded to you.

The awards for *each* 'Study Year' that you successfully complete will provide proof to employers of your **achievements**, your commitment to **improvement**, your **development** and your **success**.



THEOPHILUS OWUSU ANSAH

wrote from **Ghana**:

"I am delighted to tell you that I have been admitted to the University of Liverpool (UK) to pursue an MSc in Accounting and Finance. The springboard for this remarkable achievement was my study of your enriched Accounting & Finance programme."



ABDULLAH M AL DOSARI

wrote from **Saudi Arabia**:

"I admired the well designed self-study books and the many rich experiences and examples they provided. I enjoyed studying so much that I rapidly mastered management, discipline, teamwork, finance, and many other tools for success."

The Executive Business Administration Programme

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

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

For the Second and Third Study Years you will study the Subjects specified for your chosen Specialization - see pages 4 and 5.

Registration on to the Programme

★ You can Register for **EACH 'Study Year' - one at a time** - starting with the 'First Study Year'
OR

★ You can Register for the **'complete' Programme - all three 'Study Years'**

★ To register and commence your Executive Business Administration Programme simply complete the **'Application for Registration' Form on page 7 - fully** and in **capital letters** - then post, courier, or scan and email the Registration Form **WITH** your Fee payment or 'proof of payment' details, to CIC.

Fees for registrations after 1st July 2020

Fees may be paid in British Pounds (GB£) or in US Dollars (US\$)

★ If you choose to register and pay the Fee for one 'Study Year' at a time, the Fee payable is:

Either	1 single payment	in full on registration of	GB£750 OR US\$1,500
Or	4 instalments	one every month of	GB£220 OR US\$440 each

** You may only register for Year Two if you have completed Year One Fees, and for Year Three if you have completed Year Two Fees

OR

★ If you choose to register and pay the Fee for the **'COMPLETE' Programme**, the Fee payable is:

Either	1 single payment	in full on registration of	GB£2,025 OR US\$4,050
Or	3 instalments	one every 6 months of	GB£750 OR US\$1,500 each
Or	12 instalments	one every month of	GB£220 OR US\$440 each

Please see page 6 for methods of paying Study Fees to the College.

The Programme Fee **includes**: Registration (Enrolment) with CIC; the relevant and appropriate expertly produced **Study Materials**; all Examination Papers and their despatch to an appointed Invigilator/Supervisor in your area; all marking and assessments; an Award on successful completion of each **'Study Year'**, and the award of the **Executive Business Administration** and Grade Sheet on successful completion of the Programme. All despatches are made by **registered/recorded delivery post** (or courier), and each CIC Member has private access to CIC's special Member Services website: www.cambridgeinternationalcollege.co.uk including personal webpages. Every effort will be made to register you onto the Programme and to despatch your own personal Study Materials within 48 hours of your completed Registration Form and Fee reaching the College in Britain.

Programme Entry Requirements

For Registration, applicants must be at least 20 years old and have one or both of these entry qualifications:

★ **Academic/Professional Qualifications**: A-levels or Senior School-Leaving Certificate, or Diploma or local equivalent examination passes, or other recognised examination-based Course, Program, Training or Study qualifications or awards acceptable to and recognised by CIC.

★ **Work/Practical Experience/Seniority Qualifications**: CIC highly values work experience, so a minimum of three years work experience at an appropriate level of responsibility is expected of applicants applying for registration onto the Programme based upon their work experience alone.

Note: if you are uncertain about your eligibility - or potential Study Exemptions - ask for an EBA Eligibility Assessment Form.



FERDINAND MARAMAG

wrote from **Malaysia**:

"Your institution is the breeding ground of professionals around the world. Your teaching method and the books have given me the big edge to get a top job as Manager. I am enrolling for further studies with Cambridge International College."



KAREN ADORA WILSON-JAMES

wrote from **St Vincent**:

"Since pursuing HR studies with Cambridge I have received two promotions and am more confident. My academic accomplishments are now on par with my years of experience. CIC cared about my success and I highly recommend it for higher learning."

Core Subjects of the Executive Business Administration Programme

‘Study Year Two’ - Subjects 5 to 8; ‘Study Year Three’: Subjects 9 to 12

<p style="text-align: center;">SPECIALISATION IN ACCOUNTING ADMINISTRATION</p> <ol style="list-style-type: none"> 5. Business Bookkeeping & Accounts 6. Business Finance & Accounting 7. Cost Accounting 8. Credit Management 9. Computers & IT in Business & Management 10. Accounting for Decision Makers 11. Organisation Environment 12. Project 	<p style="text-align: center;">SPECIALISATION IN CONSTRUCTION MANAGEMENT & ADMINISTRATION</p> <ol style="list-style-type: none"> 5. Workplace Health & Safety 6. Purchasing & Resourcing Management 7. Project Leadership & Management 8. Construction Management Theory and Practice 9. Computers & IT in Business & Management 10. Construction Project Management 11. Organisation Environment 12. Project
<p style="text-align: center;">SPECIALISATION IN BANKING & FINANCE ADMINISTRATION</p> <ol style="list-style-type: none"> 5. Business Finance & Accounting 6. Financial Management 7. Asset Management 8. Banking & Bank Operations 9. Computers & IT in Business & Management 10. Banking & Financial Systems 11. Organisation Environment 12. Project 	<p style="text-align: center;">SPECIALISATION IN ECONOMICS & ADMINISTRATION</p> <ol style="list-style-type: none"> 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
<p style="text-align: center;">SPECIALISATION IN BUSINESS ADMINISTRATION</p> <ol style="list-style-type: none"> 5. Business Economics & Commerce 6. Sales & Marketing Administration 7. Business Finance & Accounting 8. Advertising & Public Relations 9. Computers & IT in Business & Management 10. International Business & Trade 11. Organisation Environment 12. Project 	<p style="text-align: center;">SPECIALISATION IN EDUCATION, SCHOOLS LEADERSHIP & ADMINISTRATION</p> <ol style="list-style-type: none"> 5. Classroom Management & Psychology for Teachers 6. Educational Psychology & Administration 7. Middle Leadership in Schools: Subjects & Teams 8. Leadership in Schools: Learning & Development 9. Computers & IT in Business & Management 10. Management & Improvement in Schools 11. Organisation Environment 12. Project
<p style="text-align: center;">SPECIALISATION IN COMMERCE & ADMINISTRATION</p> <ol style="list-style-type: none"> 5. Business Economics & Commerce 6. Project Management 7. Business Finance & Accounting 8. International Business & Trade 9. Computers & IT in Business & Management 10. Economics & The Business Environment 11. Organisation Environment 12. Project 	<p style="text-align: center;">SPECIALISATION IN ENGLISH & ADMINISTRATION</p> <ol style="list-style-type: none"> 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
<p style="text-align: center;">SPECIALISATION IN COMMUNICATION & MEDIA ADMINISTRATION</p> <ol style="list-style-type: none"> 5. Communication in Business & Management 6. Business English & Communication 7. Advertising & Public Relations 8. Mass Media & Communication 9. Computers & IT in Business & Management 10. Professional Communication Skills 11. Organisation Environment 12. Project 	<p style="text-align: center;">SPECIALISATION IN FINANCE & INVESTMENT ADMINISTRATION</p> <ol style="list-style-type: none"> 5. Business Finance & Accounting 6. Financial Management 7. Asset Management 8. Banking & Bank Operations 9. Computers & IT in Business & Management 10. Accounting for Decision Makers 11. Organisation Environment 12. Project

Core Subjects of the Executive Business Administration Programme

‘Study Year Two’ - Subjects 5 to 8; ‘Study Year Three’: Subjects 9 to 12

<p style="text-align: center;">SPECIALISATION IN HOSPITAL MANAGEMENT & ADMINISTRATION</p> <ol style="list-style-type: none"> 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 	<p style="text-align: center;">SPECIALISATION IN IT SYSTEMS & DATABASE ADMINISTRATION</p> <ol style="list-style-type: none"> 5. Workplace Management & Administration 6. Project Leadership & Management 7. Computers & IT in Business & Management 8. IT Systems Security & Administration 9. Leadership & Team Management 10. Database Management & Administration 11. Organisation Environment 12. Project
<p style="text-align: center;">SPECIALISATION IN HOSPITALITY & EVENTS ADMINISTRATION</p> <ol style="list-style-type: none"> 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 	<p style="text-align: center;">SPECIALISATION IN LEADERSHIP & STRATEGIC ADMINISTRATION</p> <ol style="list-style-type: none"> 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
<p style="text-align: center;">SPECIALISATION IN HUMAN RESOURCE ADMINISTRATION</p> <ol style="list-style-type: none"> 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 	<p style="text-align: center;">SPECIALISATION IN MANAGEMENT & ADMINISTRATION</p> <ol style="list-style-type: none"> 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
<p style="text-align: center;">SPECIALISATION IN INTERNATIONAL BUSINESS & ADMINISTRATION</p> <ol style="list-style-type: none"> 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 	<p style="text-align: center;">SPECIALISATION IN MARKETING ADMINISTRATION</p> <ol style="list-style-type: none"> 5. Sales & Marketing Administration 6. Advertising & Public Relations 7. International Business & Trade 8. Global Marketing Management 9. Computers & IT in Business & Management 10. Marketing: Brands, Strategy, Value, Growth 11. Organisation Environment 12. Project
<p style="text-align: center;">SPECIALISATION IN INTERNATIONAL RELATIONS & ADMINISTRATION</p> <ol style="list-style-type: none"> 5. International Relations Theory 6. International Business & Trade 7. Logistics, Supply Chain & Transport Management 8. Business Economics & Commerce 9. Computers & IT in Business & Management 10. International Relations & Diplomacy 11. Organisation Environment 12. Project 	<p style="text-align: center;">SPECIALISATION IN MATERIALS & LOGISTICS ADMINISTRATION</p> <ol style="list-style-type: none"> 5. Stores Management & Stock Control 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

Core Subjects of the Executive Business Administration Programme

‘Study Year Two’ - Subjects 5 to 8; ‘Study Year Three’: Subjects 9 to 12

<p>SPECIALISATION IN OCCUPATIONAL HEALTH & SAFETY MANAGEMENT & ADMINISTRATION</p> <ol style="list-style-type: none"> 5. Human Resource Management 6. Health & Safety in the Workplace 7. Occupational Health & Safety: Programs & Theory 8. Occupational Health & Safety: Risks & Practice 9. Computers & IT in Business & Management 10. Health & Safety Communication & Awareness 11. Organisation Environment 12. Project 	<p>SPECIALISATION IN TEACHING ENGLISH & EDUCATION ADMINISTRATION</p> <ol style="list-style-type: none"> 5. Classroom Management & Psychology for Teachers 6. Middle Leadership in Schools: Subjects & Teams 7. Professional English 8. Advanced English 9. Educational Psychology & Administration 10. Teaching English Language 11. Organisation Environment 12. Project
<p>SPECIALISATION IN PROJECT ADMINISTRATION</p> <ol style="list-style-type: none"> 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 	<p>SPECIALISATION IN TRAINING & DEVELOPMENT ADMINISTRATION</p> <ol style="list-style-type: none"> 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
<p>SPECIALISATION IN PUBLIC POLICY & ADMINISTRATION</p> <ol style="list-style-type: none"> 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 	<p>SPECIALISATION IN TRANSPORT MANAGEMENT & ADMINISTRATION</p> <ol style="list-style-type: none"> 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 Management <i>or</i> Air Transport Management 11. Organisation Environment 12. Project

Additional notes:

★ From time to time it might be necessary for the College to change, alter or amend one of the courses/subjects listed for a Specialisation; and such unforeseen change will be communicated to the Member.

★ Further or **alternative Specialisations** might be available - ask CIC if a specialisation you want can be provided (for example, Public Administration & International Relations can be offered).

★ A **Specialisation on General Management** is also offered, under which you may select 5 subjects/courses (numbers 5. to 8. and no. 10). Write to the College with your preference and for approval - the College reserves the right not to accept the choices made.



Densill Sinclair wrote from **Jamaica**:

“It has been my pleasure studying (specialisation HR Management) with CIC. I made upward strides, promoted to Director and accepted by professional institutions.”

Jilda Kvaratskhelia from **Georgia**:

“My position is now Manager at the Bank of Georgia. I gained access to the international business world, confidence, a professional approach, after completing study with the CIC”



Emmanuel James from **Sierra Leone**:

“My dream has come true. I was promoted to executive in the best bank in Sierra Leone. Thank you for helping me realise my potential, your materials are easy to understand.”

Dexter Graham of **Solomon Islands**:

“CIC provides the best education, and professional skills to benefit you for life. The amazing courses prepared me for the teaching profession, and a Scholarship to university in Teaching.”



HOW TO PAY FEES AND ENROL FOR STUDY & TRAINING WITH CIC



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

Either complete the **Enrolment/Registration Form** and then send it to CIC in Britain WITH the **Fee payment** by registered airmail post or courier;

OR scan and email your Enrolment/Registration Form to learn@cambridgetraining.com with details of your Fee payment.

OR you can complete an on-line **Enrolment/Registration Form** on CIC's website: www.cambridgecollege.co.uk Ensure you give or attach details of your **Fee payment**. **CIC CANNOT finalise your Enrolment until your Enrolment Form AND Fee payment are received at the College.**



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

By BANK TRANSFER or by **ON-LINE BANKING** direct to one of our 'receive only' Bank Accounts:

Account Name: Services to Management (for Cambridge International College)

Bank Details: HSBC Bank plc, Jersey St Helier Branch, Britain

for transfers in British Pounds (£) send to: Account Number: 32144670

Sort Code: 402534, SWIFT/BIC Code: MIDLGB22, IBAN: GB35 MIDL 4025 3432 1446 70

for transfers in US Dollars (US\$) send to: Account Number: 68294583

Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB59 MIDL 4005 1568 2945 83

for transfers in Euros (€) send to: Account Number: 68343364

Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB38 MIDL 4005 1568 3433 64

*Post, or fax, or scan and email your Enrolment Form to the College in Britain with a copy of the **bank receipt**. We can "credit" you only with the sum actually received, so ensure you pay all charges at your end and add £15 or US\$30 or €20 to the Fee amount to cover any incidental bank transfer charges or deductions.*

By WESTERN UNION 'Quick Pay' service: you can pay a Western Union agent in **any currency** and they can transfer your Fee to CIC's Western Union account - tell the Western Union agent these account details:

Name: SERVICES TO MANAGEMENT Number: AUK040697 Company Code: SMCOLLEGE,UK

Post or email your Western Union receipt and Enrolment Form to CIC in Britain, stating clearly the 10-digit MTCN.

BANK DRAFT/CHEQUE or INTERNATIONAL MONEY ORDER: Bank drafts/cheques or IMOs in **British Pounds** must be drawn on a **London** bank; those in **US Dollars** must be drawn on a **New York** bank. They must be payable to 'Cambridge International College'. Send the draft/cheque/IMO with your **Enrolment Form** to CIC by **recorded delivery**. (Bank drafts in US Dollars must have a minimum value of US\$200.)

CURRENCY NOTES: we accept clean, undamaged notes in British Pounds (£), United States Dollars (US\$), Euros (€) and Australian Dollars (AUD\$). If you send notes be very careful to avoid their loss in the post.

BRITISH POSTAL ORDERS: they should be crossed and payable to Cambridge International College.

By PAYPAL: If you have a debit card, credit card, or a PayPal account, you can make a Fee payment through the CIC website: simply go to the **College website**, fill in your details, and follow the instructions so that you can use your debit or credit card, or a PayPal account, to make a payment.

Also, if you have a PayPal account, you can send payments to CIC via: registrar@cambridgetraining.com

By DAHABSHIIL Money Transfer: A Dahabshiil Agent can send your payment to the College, to:

Beneficiary: David Simon Lawson Destination: Britain Telephone: 00 44 77977 13999

Then post or email or fax the Dahabshiil **receipt** and your Enrolment Form to CIC in **Britain**, stating clearly the **Money Transfer Control Number** and the "sender's name" exactly as it is on the receipt.

A **MONEYGRAM AGENT:** If MoneyGram is the **only** option you have for sending Fees, then contact CIC for advice **before** you try to make a payment; it might be possible for CIC to accept a MoneyGram payment.

By CREDIT or DEBIT CARD - American Express, Mastercard or Visa. Send a **signed letter** stating: the **card number** and **expiry date**; the card-holder **name** and **address**; authorisation for a **stated sum** of money to be paid; the purpose of the payment; and a **photocopy of the front and back** of the **signed card**.



KATONGO CHALABESA

wrote from **Zambia**:

"I gained my EBA and I have been promoted three times: clerk to Project Planner, then to Central Planner (controlling all planners on the site) then to Contracts Supervisor controlling the planning and costing section of the department. I owe this success to CIC."



NADA NASR EL DEEN

wrote from **Egypt**:

"Achieving my goal really changed my life, and helped me find powers in myself I didn't realise before. You have offered me the chance of doubling my career with my EBA. Thanks to everyone for a great effort in making my dream come true."



CAMBRIDGE INTERNATIONAL COLLEGE

THE BRITISH INTERNATIONAL COLLEGE OF PROFESSIONAL MANAGEMENT

Professional Study & Training for Successful Careers

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

+ 44 1534 485485 @learn@cambridgetraining.com cambridgecollege.co.uk

Application for Registration onto the Executive Business Administration Programme

Send the completed Application Form and Fee to CIC. Tick the Specialization you wish to register for:

- | | |
|---|---|
| <input type="checkbox"/> Accounting Administration | <input type="checkbox"/> International Business & Administration |
| <input type="checkbox"/> Banking & Finance Administration | <input type="checkbox"/> International Relations & Administration |
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> IT Systems & Database Administration |
| <input type="checkbox"/> Commerce & Administration | <input type="checkbox"/> Leadership & Strategic Administration |
| <input type="checkbox"/> Communication & Media Administration | <input type="checkbox"/> Management & Administration |
| <input type="checkbox"/> Construction Management & Administration | <input type="checkbox"/> Marketing Administration |
| <input type="checkbox"/> Economics & Administration | <input type="checkbox"/> Materials & Logistics Administration |
| <input type="checkbox"/> Education, Schools Leadership & Admin. | <input type="checkbox"/> Project Administration |
| <input type="checkbox"/> English & Administration | <input type="checkbox"/> Occupational Health & Safety Management & Admin. |
| <input type="checkbox"/> Finance & Investment Administration | <input type="checkbox"/> Public Policy & Administration |
| <input type="checkbox"/> Hospital Management & Administration | <input type="checkbox"/> Teaching English & Educational Administration |
| <input type="checkbox"/> Hospitality & Events Administration | <input type="checkbox"/> Training & Development Administration |
| <input type="checkbox"/> Human Resource Administration | <input type="checkbox"/> Transport Management & Administration |

FULL Name: _____ Date of birth: _____

FULL Postal Address: _____

Email: _____ Telephone: _____

Qualifications and Work Experience (or attach CV): _____

Nationality: _____ Special Needs, if any: _____

Complete the purple **OR** the blue section as appropriate and tick the Fee you are paying:

I am now registering for ONE Study Year** of the EBA Programme, as follows:

I am registering** for the Study Year ticked <input checked="" type="checkbox"/> below:	I am paying the Full Study Year Fee in one single payment - ticked <input checked="" type="checkbox"/> - of:	I am paying the first of 4 monthly instalments - ticked <input checked="" type="checkbox"/> - of:
<input type="checkbox"/> Study Year One	<input type="checkbox"/> GB£750 or <input type="checkbox"/> US\$1,500	<input type="checkbox"/> £220 or <input type="checkbox"/> US\$440
<input type="checkbox"/> Study Year Two	<input type="checkbox"/> GB£750 or <input type="checkbox"/> US\$1,500	<input type="checkbox"/> £220 or <input type="checkbox"/> US\$440
<input type="checkbox"/> Study Year Three	<input type="checkbox"/> GB£750 or <input type="checkbox"/> US\$1,500	<input type="checkbox"/> £220 or <input type="checkbox"/> US\$440

** You may only register for Year Two if you have completed Year One Fees, and for Year Three if you have completed Year Two Fees

OR

I am registering for the 'complete' EBA Programme (all 3 Study Years), as follows:

I am paying the 'Full Fee' for the complete Programme in one single payment - ticked <input checked="" type="checkbox"/> - of:	I am paying the first of 3 instalments, one payable every 6 months - ticked <input checked="" type="checkbox"/> - of:	I am paying the first of 12 monthly instalments - ticked <input checked="" type="checkbox"/> - of:
<input type="checkbox"/> GB£2,025 or <input type="checkbox"/> US\$4,050	<input type="checkbox"/> GB£750 or <input type="checkbox"/> US\$1,500	<input type="checkbox"/> £220 or <input type="checkbox"/> US\$440

PAYMENT IS MADE BY (tick): Western Union 10-digit money transfer number: _____

bank transfer currency notes bank draft/IMO Other: _____

Please register me on to the Executive Business Administration Programme selected; I agree to and accept the Terms and Conditions of Registration, as stated overleaf, and I agree to abide by all CIC Rules and Regulations currently in force and as they might be amended or added to from time to time.

Signed: _____ Date: _____ CIC Reference: _____

Terms and Conditions of Registration on to the Executive Business Administration Programme

with Cambridge International College you study in your country of residence
- you do NOT need to come to the College premises in Jersey, Britain

By applying for Registration you agree to the following Terms and Conditions of Registration and to abide by all Rules and Regulations of **Cambridge International College** of Jersey, Britain.

1. On receipt of your fully completed EBA Registration Form and a Fee payment at the College in Jersey, Britain, and on your acceptance onto the Programme and Specialization which you have chosen, you will be registered with Cambridge International College as a **CIC Member**.

2. Following your registration onto the Programme you will be rapidly sent:

* **Module One** for appropriate Subjects which will include a **Self-Assessment Test** with **Recommended Answers** by email - if you have clearly stated an **email address** on your Application Form.

* **Professionally printed and produced CIC Study Materials** for appropriate Subjects, **by registered airmail post or courier**, which will remain your own personal property.

* Full **Study & Training Instructions & Progress Guidance** on how you can learn and progress rapidly with CIC - and Examinations Guidance & Advice - **with all of which you agree to comply fully**.

3. Your **Membership (Study) Period** in which to complete Study & Training - provided you have completed payment of the agreed Fee - for the 'complete' EBA Programme will be 36 months from your registration date - or it will be 12 months for each 'Study Year' if you register for one 'Study Year' at a time; if you register for one 'Study Year' at a time the 'Third Study Year' should be completed no more than 5 years after your registration for the 'First Study Year'. However, you are permitted to complete in a **shorter period of time** if you devote sufficient time to studies and produce **satisfactory Examination Work**, **or** your Membership Period can be extended if required. 'End of Study Year' Examinations will be sat under '**Approved Invigilation**' in your own area, supervised by an Invigilator appointed after your registration onto the Programme.

4. You will be allocated a special Membership Number which will allow you to view your personal records on the **CIC Member Services website**, where you can see details of recent despatches made such as Study Materials sent to you, Examinations sent to Invigilators, Answer scripts sent to Assessors for marking, your Examination results and Grades, Newsletters, Past Papers and Questions, and lots of other useful information.

5. **Training Progress Tests** may be provided and you will have the **OPTION** of answering and submitting your Test answers for **marking and assessment by qualified CIC Tutors** in Britain as Examination practice, and receiving additional guidance, assistance and instruction from the Tutors on your Work. If you choose to submit your answers, there is an additional '**Tutorial Charge**' for each Test.

6. On successful completion of 'Study Year One' you will be awarded an EBA First Year certificate; on completion of 'Study Year Two' an EBA Second Year certificate will be awarded; and on successful completion of all 3 Study Years you will be awarded the prestigious CIC **Executive Business Administration certification** for the Specialization completed, and a detailed **Transcript & Grade sheet**; and if you provide a photograph and do not object to publication, your photograph and success may be included in a CIC Newsletter.

Please provide a passport-size colour photograph by post or email; this is not essential, and will NOT delay your registration onto the Programme, but may be needed for ID purposes before your Examinations.



ROLA FAYYAD ABU-QERAYYAN

wrote from **Jordan**:

"Studying with CIC greatly enhanced my management skills and knowledge; the subjects were very beneficial for my career. Studying might have been tricky due to timing but the excellent EBA Programme was able to overcome this issue."



EUNICE EVANS MTHUNZI

wrote from **Botswana**:

"I really thank the College for training me, as when I completed the super Commerce and Administration programme I got promoted and became Accountant General. Very soon I will come to join you for my MBA studies. Thank you so much."



MARK KOSGEI CHESERGON

wrote from **Kenya**:

"Even before receiving my CIC EBA I was promoted to be the Head of Accounts in my company. I was awarded a salary increase and in addition was given part time consultancy work in two related companies, which all resulted in more pay and salary."



ROSS COOPER

wrote from **England**:

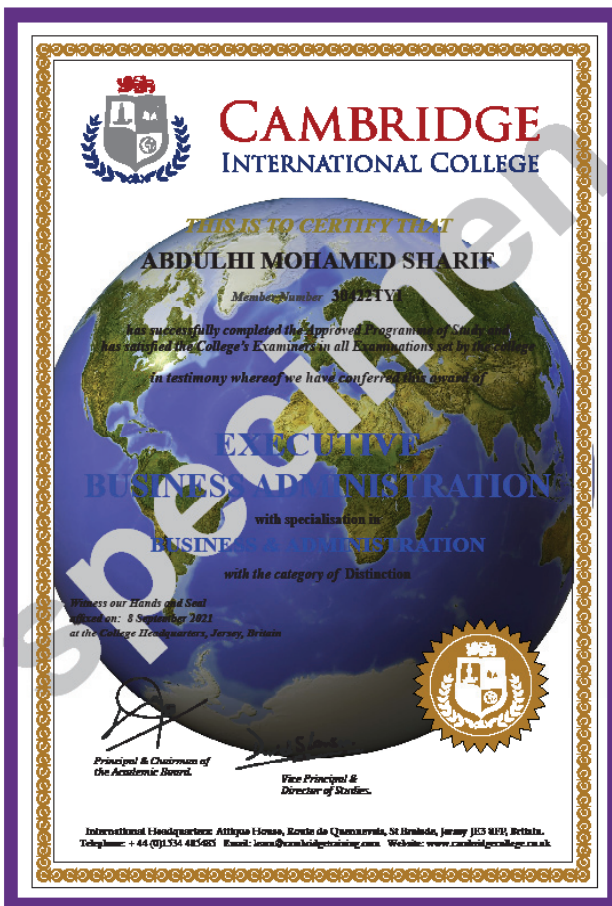
"The CIC programme in Management and Administration helped me gain an appreciation of management and to apply it to my workplace with success. It also provided the foundation for further studies in higher management at MBA level."

YOUR ASSURANCE OF HIGH QUALITY STUDY & TRAINING

▶ This experienced reputable College, founded in 1935, provides high-quality Study & Training. CIC's management systems, qualifications, courses, assessments, procedures and policies, and administration are approved and accredited.

▶ CIC is certificated by the **British Assessment Bureau, accredited by UKAS** the sole national accreditation body for the United Kingdom recognised by the government for the provision of accreditation; CIC is certified as having **ISO 9001 Quality Management Systems**; is approved by **ILM City & Guilds**; and is a **Registered UK Learning Provider**.

▶ **CIC has been assessed and is certified for:**
"The provision of professional and international Study, Training and Educational Programs inclusive of Study Materials, Administration, Examinations and Assignments, Assessments and Awards delivered across the Globe."



Our professional high-quality Courses include EVERYTHING you need to quickly increase your knowledge, qualifications, education, and help you become a valued employee, manager, business person, executive or entrepreneur.

