



NIGERIAN COLLEGE OF ADMINISTRATION

The Professional Training School of

CHARTERED INSTITUTE OF ADMINISTRATION

(Chartered By Act No. 103 of 1992 - Now Cap C7 LFN 2004)
Member, Association of Professional Bodies of Nigeria (APBN)



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ACIA PROFESSIONAL QUALIFICATION

GRADUATES REGULAR PROFESSIONAL QUALIFYING COURSE Programme Brochure

The Graduates Regular Professional Qualifying Examination Course is available at Nigerian College of Administration as well as at Approved Teaching Centres (ATC's) throughout the Federation; commencing in January, May and September each year, or on such dates as advertised by the College. The programme leads to the following awards of Chartered Institute Administration:

- a) Chartered Administrators Professional Examination Certificate;
- b) Chartered Associate Professional Membership (ACIA);
- c) Chartered Administrators Practising License for self-employment as Entrepreneur in Management Consultancy Practice covering the vast field of Professional Administration Specialisms.

CORPORATE PROFILE

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

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

THE ACIA UNIQUE ADVANTAGE

1. ACIA Professional Qualification is a mark of distinction and professionalism officially recognised and graded by Federal Ministry of Education as a senior course for employment in all sectors of the economy.
2. Approved by National Council on Establishments as a pre-requisite professional qualification for progression in the Service, and for promotion of senior officers from SGL 13 to SGL 14.

3. Empowers members with Public Practising Licence for self-employment as Chartered Administrators in Management Consultancy Practice covering all Professional Administration specialisms.
4. Multi-disciplinary Professional Qualification which equips each Chartered Administrator with special multiple skills enabling him to be versatile, with uncommon ability to function efficiently in any Professional Administration position.

COURSE STRUCTURE

1. The course structure comprises the following four Levels of professional examinations, with 6 subjects in each Level:
 - Level 1 : Fundamentals of Administration (FA)
 - Level 2 : Professional Qualifying Examination 1 (PQE1)
 - Level 3 : Professional Qualifying Examination 2 (PQE2)
 - Level 4 : Professional Practice Examination (PPE) Final
2. Four faculties of specialisation of professional administration, for students to choose which faculty to follow, namely:
 - 2.1 Corporate Administration**
 - 2.2 Human Resource Administration**
 - 2.3 Financial Administration**
 - 2.4 Public Administration**

SUBJECTS OF STUDY

1. The subjects of study for **Fundamentals of Administration (FA)** which must be studied by all candidates of all faculties, less any exemptions granted are:
 - 1.1 Business Communication
 - 1.2 Business and Corporate Law
 - 1.3 Business Organisation
 - 1.4 Cost Accounting
 - 1.5 Economics
 - 1.6 Fundamentals of Financial Accounting
2. The subjects of study for each of the **Professional Qualifying Examinations 1 and 2**, and the **Professional Practice Examination** are listed on the **Table of Distribution of Courses** printed on pages 4 and 5 of this Course Brochure.

Candidates will study only the subjects listed in their chosen professional administration faculty, less any exemptions awarded.

Detailed Syllabus will be issued free to all registered students.

ENTRY QUALIFICATION

Intending candidates are required to have a minimum of a Bachelor's Degree, or HND, in any discipline, obtained from institutions recognised by National Universities Commission and

National Board for Technical Education, respectively, or Professional Qualification from Chartered Professional Bodies.

EXEMPTIONS

Candidates with qualifications in core Business Administration or Public Administration can be considered for maximum exemptions from the whole of FA, PQE 1, and PQE 2 Levels as appropriate in their respective faculties of specialisation.

Candidates having other qualifications with some subjects of Levels 1 – 3 indicating sufficient coverage of ACIA syllabus can be awarded partial exemptions from those subjects.

No exemptions are granted from the courses of PPE.

METHOD OF STUDY AND APPROVED TEACHING CENTRES

The programme is available on Part Time (Weekends) at Nigerian College of Administration, and at Approved Teaching Centres (ATC's) throughout the Federation. Candidates should visit our website for list of Approved Centres nearest to them, where they can also write the Professional examinations.

The programme is also available on Distance Learning.

Distance learning is offered exclusively by Nigerian College of Administration. Candidates on distance learning will read our easy-to-follow Study Packs in the comfort of their homes, in consultation with our dedicated Personal Tutors who will provide them with study guides. Distance Learning Students outside Lagos State will write their professional examinations at outside examination centres nearest to them.

STUDY PERIOD

Duration for completing all Levels of the Professional Qualifying Examinations is 9 months which can be substantially reduced by the exemptions awarded. For example maximum exemptions will reduce the study period to as little as 3 months.

HOW TO APPLY

Application Form Is obtainable at our offices, as well as at our Approved Teaching Centres or download it on our website; to be completed and returned with bank deposit/transfer slip for non-refundable application fee of N15,000; paid direct into the bank account of Nigerian College of Administration with First Bank (A/c No. 2018190845) or Zenith Bank (A/c No 1010223085).

TABLE OF DISTRIBUTION OF COURSES

LEVELS	FACULTY OF CORPORATE ADMINISTRATION	FACULTY OF HUMAN RESOURCE ADMINISTRATION
PROFESSIONAL QUALIFYING EXAMINATION 1 (PQE1)	Enterprise Management Financial Accounting Management Accounting Distribution and Logistics Marketing Operations Procurement & Supply Operations	Employee Engagement Employee Resourcing Enterprise Management Human Capital Management Nature of Human Resource Administration Practice People and Organisations
PROFESSIONAL QUALIFYING EXAMINATION 2 (PQE2)	Human Resource Management Marketing Communications Performance Management Production & Inventory Taxation Research Methods	Employee Learning and Development Employee Performance and Reward Employee Relations Practice of Employee Wellbeing Practice of Industrial Relations Research Methods
PROFESSIONAL PRACTICE EXAMINATION (PPE) FINAL	Corporate Control, Ethics & Governance Strategy Corporate Strategic Administration Strategic Financial Administration Strategic Marketing Administration Strategic Procurement & Supply Chain Administration Strategic Performance Administration	Strategic Corporate Control and Governance Corporate Strategic Administration Strategic Financial Administration Strategic Human Resource Administration Strategic Human Resource Policies and Ethics Strategic Performance Administration

TABLE OF DISTRIBUTION OF COURSES Cont'd

LEVELS	FACULTY OF FINANCIAL ADMINISTRATION	FACULTY OF PUBLIC ADMINISTRATION
PROFESSIONAL QUALIFYING EXAMINATION 1 (PQE1)	Enterprise Management Financial Accounting Management Accounting Business Finance Principles of Auditing Principles of Banking	Community & Rural Development Constitutional and Administrative Law Principles of Co-operatives Nigerian Government and Politics Social and Economic Development Theories of Administration and Management
PROFESSIONAL QUALIFYING EXAMINATION 2 (PQE2)	Financial Reporting Pensions Management Performance Management Taxation Research Methods Public Sector Accounting & Finance	Development Administration Local Government Administration & Finance Nigerian Government and Administration Nigerian Public Service Research Methods Public Sector Accounting and Finance
PROFESSIONAL PRACTICE EXAMINATION (PPE) FINAL	Corporate Control, Ethics & Governance Strategy Corporate Strategic Administration Strategic Financial Administration Strategic Corporate Reporting Corporate Taxation Strategic Performance Administration	Corporate Control, Ethics & Governance Strategy Corporate Strategic Administration Public Enterprises Management Comparative Public Administration International Relations and Foreign Policy Public Policy Making and Analysis

