



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)



College Campus: Km 24, Lagos/Badagry Expressway, By Cele-NICA Bus-Stop, New Mebamu, P.M.B 2004, Ijanikin-Oto, Lagos State. **Telephone:** 09069376212, 08171354488 | **Website:** www.nica-ng.org | **E-mail:** info@nica-ng.org

Institute Secretariat: CIA House 78, Old Ojo Road, Kuje-Amuwo, Off Badagry Expressway, P.M.B 3063, Surulere, Lagos. **Telephone:** 08164882510, 08076983067, 09038411001 | **Website:** www.cia.org.ng | **Email:** info@cia.org.ng

<i>Affix your passport photograph</i>	PROFESSIONAL EXAMINATION ENTRY FORM		
	FACULTY OF HUMAN RESOURCE ADMINISTRATION		
	Examination Diet	Examination Centre	Student Reg. No.

PERSONAL PARTICULARS

Name (Surname First) _____

Male/Female: _____

Date of Birth: _____

Marital Status: _____

Postal/Contact Address: _____

Telephone Number(s): _____

E-mail Address: _____

Method of Study (*Part Time, Full Time, Distance Study*): _____

Date Course Commenced: _____

Study Centre: _____

EXAMINATION ENTRY REGULATIONS

1. See full regulations in the Professional Examination Regulations and Detailed Syllabus
2. You must use the correct entry form that corresponds to your faculty of study
3. You must register in all the subjects of each examination level you are attempting, except subjects previously passed or exempted.
4. You are not allowed to attempt the subjects of any level of the examination unless you have passed all the subjects of the preceding levels or exempted therefrom.
5. Mark "X" in the box against the subject you are attempting

FACULTY OF HUMAN RESOURCE ADMINISTRATION

FUNDAMENTALS OF ADMINISTRATION

Business Communication	
Business and Corporate Law	
Business Organisation	
Cost Accounting	
Economics	
Fundamentals of Financial Accounting	

PROFESSIONAL QUALIFYING EXAMINATION 1

Employee Engagement	
Employee Resourcing	
Enterprise Management	
Human Capital Management	
Nature of Human Resource Administration Practice	
People and Organisations	

PROFESSIONAL QUALIFYING EXAMINATION 2

Employee Learning and Development	
Employee Performance and Reward	
Employee Relations	
Practice of Employee Wellbeing	
Practice of Industrial Relations	
Research Methods	

PROFESSIONAL PRACTICE EXAMINATION

Strategic Corporate Control, Ethics & Governance	
Corporate Strategic Administration	
Strategic Financial Administration	
Strategic Human Resource Administration	
Strategic Human Resource Policies & Ethics	
Strategic Performance Administration	