



**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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## REGULAR PROGRAMMES

**DIPLOMA IN BUSINESS STUDIES (DBS)**  
**ADVANCED DIPLOMA IN PROFESSIONAL**  
**ADMINISTRATION (ADPA)**  
**ADPA/DEGREE LINKAGE PROGRAMMES**

### STUDENTS' GENERAL INFORMATION

We offer the following programmes available on Part-time (Weekends) and Distance Study commencing in January, May and September yearly; with access to Bachelors, Masters, and Doctorate Degrees in collaboration with our foreign partner Universities.

### CORPORATE PROFILE

#### The Institute

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

The Institute's qualifications are accredited and graded by Federal Ministry of Education for employment in all sectors of the economy.

The Institute is governed by a Council of members including a representative of the Honorable Minister of Education, whose work is supported by a number of standing committees and a permanent staff; with the National Secretariat accommodated in a two storey office complex wholly owned by the Institute.

#### The College

Nigerian College of Administration is the Institute's statutory Professional Education and Training School, offering registered studies prescribed courses of study for the Institute's professional examinations, and other related programmes.

## DIPLOMA IN BUSINESS STUDIES (DBS)

### Objective

This is the Institute's Administrative Technician Course (ATC) , with a duration of four semesters. It qualifies successful Diplomates for direct admission into Management Level of the Professional Programme. In addition, as students are studying for the DBS they are simultaneously studying towards meeting the requirements of our foreign partner Universities for the award of B.Sc Degree. This means that they are not required to undertake additional courses of the Universities, provided they also complete the Professional Programme, the Advanced Diploma in Professional Administration.

### Course Structure

This comprises Part 1, Part 2, Part 3, and Part 4, to be completed strictly in that sequence, subject to any exemptions awarded, plus Research Project, and Career Development and Training (CADET) workshop.

### Summary of Subjects

Part One	Part Two	Part Three	Part Four
<ol style="list-style-type: none"><li>1. Business Enterprises</li><li>2. Business Mathematics</li><li>3. Business Statistics</li><li>4. Communication in English</li><li>5. Principles of Economics</li><li>6. Principles of Financial Accounting</li></ol>	<ol style="list-style-type: none"><li>1. Communication Practice</li><li>2. Cost Accounting</li><li>3. Elements of Public Administration</li><li>4. Financial Accounting</li><li>5. Information Technology</li><li>6. Principles of Business Law</li></ol>	<ol style="list-style-type: none"><li>1. Fundamentals of Production Management</li><li>2. Fundamental of Local Government Administration</li><li>3. Principles of Sales Management</li><li>4. Office Management</li><li>5. Research Methods</li><li>6. Stores Administration</li></ol>	<ol style="list-style-type: none"><li>1. Entrepreneurial Development</li><li>2. Fundamentals of Human Capital Management</li><li>3. Fundamentals of Nigerian Taxation</li><li>4. Principles of Management</li><li>5. Principles of Purchasing and Supply</li><li>6. Principles of Marketing</li></ol>

Candidates may wish to download the DBS detailed syllabus on the Institute's WEBSITE [www.cia.org.ng/index.php/downloads/student-downloads](http://www.cia.org.ng/index.php/downloads/student-downloads). Hardcopy of the detailed syllabus will be issued to each registered student.

### Entry Requirement

Senior School Certificate or equivalents with five credits including English Language and Mathematics obtained at two sittings. Candidates who do not have complete credit passes are considered for provisional admission on the condition that they will make up their entry deficiencies before completing the course.

## ADVANCED DIPLOMA IN PROFESSIONAL ADMINISTRATION (ADPA)

### Objective

This programme leads to the following awards of Chartered Institute of Administration.

- (a) Chartered Administrators Professional Examination Certificate, the Advanced Diploma in Professional Administration (ADPA).
- (b) Associate Professional Membership Certificate (ACIA)
- (c) Chartered Administrators Professional Practicing License

In addition, candidates without Degree as entry qualification studying for ADPA, are simultaneously studying towards meeting the requirements of our foreign partner Universities for the award of B.Sc Degree; without having to undertake additional courses of the Universities.

### Course Structure

This comprises the following Levels: Fundamentals, Operational, Management, and Strategic; to be completed strictly in that sequence, subject to any exemptions awarded; plus Research Project, and Mandatory Professional Administration Workshop.

### Summary of Subjects

Fundamentals Level	Operational Level	Management Level	Strategic Level
1. Business Communication And Research Reporting 2. Business and Corporate Law 3. Business Mathematics 4. Economics and Business Environment 5. Financial Accounting	1. Business Taxation 2. Distribution and Logistics 3. Marketing Operations 4. Management Accounting 5. Production and Inventory 6. Purchasing and Supply Operations	1. Financial Reporting 2. Human Resource Management 3. Organizational Management 4. Pensions Management 5. Project Management 6. Public Sector Management	1. Corporate Control, Ethics and Governance Strategy 2. Enterprise Strategic Administration 3. Performance Strategy 4. Strategic Financial Administration 5. Strategic Purchasing and Supply Chain Administration

Candidates may wish to download the ADPA detailed syllabus on the Institute’s WEBSITE [www.cia.org.ng/index.php/downloads/student-downloads](http://www.cia.org.ng/index.php/downloads/student-downloads). Hardcopy of the detailed syllabus will be issued to each registered student.

### Entry Requirement

Any of the following qualifications in any discipline will be accepted: Degree, HND, Professional Examination Certificate, Diploma in Business Studies of Chartered Institute of Administration, National Diploma (ND), National Certificate of Education (NCE), or equivalents.

### Exemptions

Holders of Degree or HND in Business Administration and Management will be exempted from all subjects of Fundamentals and Operational Levels; in addition to Human Resource Management and Organizational Management in Management Level.

Subject-for-Subject exemptions on the Fundamentals, Operational, and Management Levels may, at the discretion of the Governing Council, be awarded to holders of other qualifications which indicate sufficient coverage of Institute’s syllabus.

### Duration

The minimum duration for completing all levels of the Professional Examination, where no exemptions are awarded, is four semesters (i.e. one semester for each Level). Where exemptions

are granted from all subjects of Fundamentals, Operational, and Management Levels, the candidate will require a short duration of only one semester to complete the Final Strategic Level.

## **ADPA/B.SC DEGREE LINKAGE**

### **Description**

Candidates who complete Chartered Administrators Professional Programme, the Advanced Diploma in Professional Administration (ADPA) without a Degree as entry qualification, are automatically eligible for the award of B.Sc Degree of our foreign partner Universities, by Direct Conversion, without undertaking any further courses of the Universities.

The candidates are also eligible to participate in the National Youth Service Corps, to be mobilized by the awarding Universities.

### **Areas of Specialization**

Accounting/ Finance, Business Administration/Management, Public Administration.

### **Entry Requirement**

As in Chartered Administrators Professional Qualification, the Advanced Diploma in Professional Administration.

## **MBA/MSC/MPA**

### **Areas of Specialization**

Accounting/Finance, Management, Marketing, Purchasing/Supply Chain Management, Public Administration.

### **Entry Requirement**

ADPA, B.Sc in any business related discipline. Holders of HND are required to first complete the ADPA before becoming eligible for admission into the Masters Degree Programmes.

### **Duration**

3 Semesters

## **PH.D. PROGRAMME**

Open to holders of Master Degree.

## **COLLABORATING PARTNER UNIVERSITIES**

1. Shepherd University, Republic of Benin
2. Adonai University, Republic of Benin

## RECOGNISED TEACHING CENTRES

In addition to Nigerian College of Administration, there are other Recognized Teaching Centres for the DBS and ADPA courses in several cities throughout Nigeria preparing students for the examinations of the Institute, from which the students can make a choice. Students are also free to study privately and register for the examinations as independent candidates. For the full list of study centres visit our Website [www.cia.org.ng/index.php/downloads/student-downloads](http://www.cia.org.ng/index.php/downloads/student-downloads).

## EXAMINATION DATES/CENTRES

DBS and ADPA Examinations are held in June, and December each year, in accordance with detailed Time Table for each examination diet to be published or notified to the candidates before the examination. Subject to sufficient entries the examinations will be held at the following cities: Aba, Abuja, Eket, Enugu, Ibadan, Lagos, Owerri, Nassarawa, Port Harcourt, Uyo, Warri, Zaria. The Examinations are open only to Registered Students who are either taking Institute's examination courses with the Recognised Teaching Centres or who are studying privately as independent candidates.

## COURSE FEES

List of fees payable for the programmes are obtained free of charge at the College or the Chartered Institute. This can be downloaded on our website [www.cia.org.ng/index.php/downloads/student-downloads](http://www.cia.org.ng/index.php/downloads/student-downloads).

## HOW TO APPLY

Application form is obtainable in person or by email at the College or at the National Secretariat, on payment of N5,000 for ADPA Professional course, or N4,000 for Diploma in Business Studies. Payment is by direct cash deposit into the bank account of Nigerian College of Administration with First Bank (A/C No: 2018190845) or Zenith Bank (A/C No: 1010223085). The bank deposit slip should be submitted before the Application Form for Student Registration is processed.

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**Director of Professional Education and Training**

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