

Why Train at Cambridge International Training Centers(Sudan)?

- ⇒ All of our trainers are fully qualified industry & business professionals (British & American)
- ⇒ Training courses are small ensuring valuable individual attention
- ⇒ We have a fully equipped training centre , providing outstanding training courses in a friendly and relaxing atmosphere.
- ⇒ Comprehensive course notes are provided
- ⇒ Training courses include practical "hands on" workshops.
- ⇒ Courses at CITC Sudan are continually updated, making sure our training courses are the best available.
- ⇒ We value and constantly review our client feedback
- ⇒ We are passionate about the transfer of skills and knowledge



- ▶ Get Promoted
- ▶ Increase your salary
- ▶ Beat the competition
- ▶ Get your dream job

Cambridge International Training Centers
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Email— learn@citcsudan.org

Cambridge
CITC(Sudan)

مراكز كامبردج العالمية للتدريب (السودان)
فرع معتمد من
كلية كامبردج العالمية (بريطانيا)

Cambridge International Training Centers(Sudan)
Approved Affiliate Of
Cambridge International College(Britain)

كتيب تعريفى
برامج البكالوريوس
Prospectus

BACCALAUREATE (BA) PROGRAMMES



مراكز كامبردج العالمية للتدريب
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الدراسة عن بعد (الانتساب) Open Learning

يمكنك التسجيل بالانتساب لأى من برامج كامبردج والدراسة فى وقتك الخاص من البلد الذى تقيم فيه. أحصل على شهادة كامبردج وإختار من 40 مجال مختلف أو سجل الآن للزمالة أو لدورات تنمية المهارات او برامج البكالوريوس. بعد ان يتم التسجيل و سداد الرسوم المقررة يتم تسجيلك لدى كلية كامبردج بريطانيا وترسل لك جميع الكتب و المراجع اللازمة لدراستك بواسطة البريد المسجل أو تستلمها من مراكز كامبردج بالسودان حيث تقوم بالدراسة فى وقتك الخاص فى الفترة المقررة ثم يتم تحديد مركز إمتحان حسب البلد الذى تقيم فيه ويكون هو المجلس الثقافى البريطانى فى بلد أقامتك أو فى أى مركز من مراكز كامبردج حول العالم.

بعد اداء الإمتحان ترسل الأوراق الى كامبردج بريطانيا ليتم إصدار الشهادات . كل هذه الإجراءات إضافة للمساعدة الأكاديمية (إختيارية) تقوم بها مراكز كامبردج العالمية للتدريب - السودان نيابة عنك حتى حصولك على الشهادة

نظام القبول

التسجيل بالانتساب

يتم التسجيل على ان يقوم الطالب بالدراسة خارج الكلية وفى وقته الخاص شريطة أن يحضر الامتحان فى أحد مراكز المجلس الثقافى البريطانى حول العالم أو فى السودان . يتم تحديد مركز الامتحان لكل طالب على حدة فى منطقتة بعد تسجيل الطالب - كما يمكن حضور الامتحان فى أى مركز للمجلس الثقافى البريطانى حول العالم أو فى مراكز كامبردج.

جميع الطلبة سواء بالحضور أو بالانتساب يتم تسجيلهم أولا بكلية كامبردج انجلترا

الخطوات

- 1- تعبئة نموذج التسجيل .
- 2- تسديد رسوم التسجيل .
- 3- يتم الرد بقبولك وعليك تسديد الرسوم المقررة
- 4- بعد سداد الرسوم سوف تصلك جميع الكتب والمراجع اللازمة لدراستك بالبريد المسجل أو تستلمها من مركز كامبردج العالمية بالسودان.
- 5- الدراسة فى وقتك الخاص والجلوس للامتحان خلال الفترة المحددة من تاريخ التسجيل.
- 6- الجلوس للامتحان فى أى مركز للمجلس الثقافى البريطانى حول العالم أو فى السودان.
- 7- ترسل الامتحانات وتعاد للتصحيح ومن ثم إصدار الشهادات من كامبردج بريطانيا

POWERED BY



Britain

ACCREDITATION AND APPROVAL OF CAMBRIDGE INTERNATIONAL COLLEGE

Cambridge International College is a very experienced, efficient and professional - and fully accredited - British College. As part of its high standards of training and service, CIC maintains its fully accredited and approved status. The main government-sponsored, national and international bodies responsible for accreditation and approval of Colleges such as Cambridge International College, and by which Cambridge International College is recognized, approved and/or accredited, are listed below.

OPEN & DISTANCE LEARNING QUALITY COUNCIL

CIC is fully recognized and ACCREDITED by the Open & Distance Learning Quality Council.

<http://www.odlqc.org.uk>



THE BRITISH LEARNING ASSOCIATION

CIC is a Full Member of the British Learning Association, formed by the merger of Forum for Technology in Training and the British Association for Open Learning, which was formed under the guidance of the British Department for Education & Skills.

<http://www.british-learning.com>



ASET - AN ACCREDITATION AND AWARDS BODY

CIC Diplomas and Honours and Advanced Diplomas are ACCREDITED by ASET at Level 4, equated on the British National Framework as the same level as HND and undergraduate study and NVQ 4.

<http://www.aset.ac.uk/>



INTERNATIONAL COUNCIL FOR OPEN & DISTANCE EDUCATION

CIC is an EDUCATIONAL MEMBER of the International Council for Open and Distance learning (ICDE).

<http://www.icde.org>



INSTITUTE OF PROFESSIONAL MANAGERS & ADMINISTRATORS

CIC is an IPMA VALIDATED PROVIDER of quality management training.



أعتماد وتوثيق شهادات مراكز كامبردج العالمية - السودان

جميع الشهادات المحلية ما دون البكالوريوس و الصادرة عن مراكز كامبردج بالسودان يتم اعتمادها وتوثيقها من وزارة التربية والتعليم حيث أن مراكز كامبردج السودان تحت مظلة وزارة التربية والتعليم العام إدارة التعليم غير الحكومى

REGISTRATION ONTO A CIC BA PROGRAMME

When you are ready to commence your BA Programme Studies with CIC, complete the '**Application for Registration**' Form – Through Affiliate - **fully** and in **CAPITAL LETTERS**.

Every effort will be made to register you onto the appropriate BA Programme and to despatch Study Material **to the affiliate** within 24 hours of your Registration Application and Fee reaching the College in Jersey, Britain. If you state your email address on your Registration Form, Module One for appropriate Core Subjects will be **emailed** so you can commence Studies very quickly.

Additional Notes and Information

A holder of a CIC BA who wishes to complete a second (different) CIC BA Programme will not be required to resit the "Study Year One" Examination. Details and Fee payable will be arranged only after the first BA Programme is completed.

On completion of a CIC BA Programme, the CIC BA holder may use the appropriate initials after his or her name: BBA, BMA, BHA, BFA, BCom.

Additional CIC Subjects and/or the study of relevant subjects, such as Business Letter Writing, Office Management, Stores Management, Advertising, or Computers & IT, may be studied separately or in addition to the stated Core Subjects - ask the College for advice and Fee payable.

TERMS AND CONDITIONS OF REGISTRATION ON TO A CIC BA 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 signing and/or applying for Registration you agree to accept the following Terms and Conditions:-

1. Your **Study Period** in which to complete Training on your BA Programme will be **up to 36 months from your registration date ((for 4 Academic Years(9 months each year)) plus the - provided** you have completed payment of the agreed Fee. However, you will be permitted to complete the BA Programme in a **shorter period of time** if you devote sufficient time to studies and produce **satisfactory** Examination Work.

Both "End of Study Year" Examinations will be sat under '**Approved Invigilation**' in your own area.

2. You may be set a **Mid-Training Test** and an **End-of-Training Test** for Core Subjects in 'Study Year One' and 'Study Year Two'. You will have the **OPTION** of whether or not to submit your Work for the Tests for **marking and assessment by your local affiliate or by qualified CIC Tutors** in Britain as Examination practice, and receiving any additional guidance, assistance and instruction from the Tutors on your Work. If you choose to submit your Work, there is an additional '**Tutorial Charge**' for each Test.

3. On successfully completing the CIC BA Programme you will be awarded the **CIC Baccalaureate certification** for the Programme completed, and a Transcript & Grade sheet.

Information on Distance Learning

Distance Learning – not travelling to studying in Britain:

CIC provides all of its professional Programs and Courses by accredited distance-training; you do NOT come to the College in Britain. You study wherever you are. Many thousands of Members successfully and efficiently complete their CIC distance-training this way every year; distance training is the modern, flexible and convenient way to study. For further information you may refer to the Registrar or front desk. You may also send us and email

learn@citcsudan.org

Or visit our web site

www.citcsudan.org

Tutorial Support – Mid-Training and End-of-Training Tests:

A Mid-Training Test and an End-of-Training Test are supplied WITH each Course or Program .

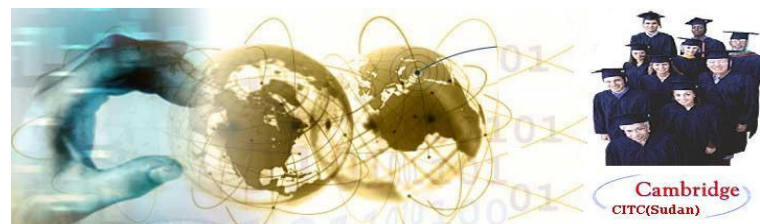
If you choose to use the optional Tutorial Support then CITC's highly qualified and experienced Tutors will help you in your study. Using CITC's Tutorial Support is **OPTIONAL** - it is **NOT** compulsory.

Arranging Examination Invigilation for CIC Members:

Once you are enrolled as a CITC Member, CITC organises for your Final Examination(s) to be held under Invigilation/Supervision in your own area (wherever you are resident at the time). Arrangements can be made and confirmed only after you are enrolled as a CITC Member. CIC has many appointed and official invigilators, for example such as British Council offices and many CIC International Centers all over the world in all countries.

Cambridge International Training Centers (Sudan)

CITC Sudan as an approved affiliate of CIC Britain will help you and complete all procedures required to complete your Open Learning Studies with CIC Britain.



CIC BACCALAUREATE (BA) PROGRAMMES

Cambridge International College offers ambitious men and women a range of specialised **BA Study Programmes**. CIC's BA Programmes are designed by professionals to develop the high-level skills and competencies vital in those seeking successful careers in commerce, business, finance, management and administration. Such training is essential in the fast moving, competitive 21st Century business world of international trade and globalization. CIC BA Programmes lead to the award of CIC Baccalaureates - BAs - in:

- 1- **Business Administration (BBA)**
- 2- **Marketing Administration (BMA)**
- 3- **Human Resource Administration (BHA)**
- 4- **Financial Administration (BFA)**
- 5- **Commerce (BCom)**

Each CIC BA Programme is composed of Core Subjects in which mastery is essential in planning and controlling the operations and activities of modern enterprises. The high quality CIC Study Materials compiled by experts - and included in the Programme Fee - ensure superb tuition and the acquisition by CIC BA Members of wide-ranging knowledge to help accelerate their career development in administrative and managerial environments; business, marketing, human resource, finance, commerce.

STUDY METHOD AND DURATION

Registration onto a BA Programme as a **CIC Member** can take place through **CIC's AFFILIATES** world wide on **any day or date** of the year; there are **no** fixed start dates, **no** term-dates or semesters; you can apply and enrol when **you** are ready.

CIC's unique BA Programmes are structured to take account of each applicant's present level of **existing** qualifications and/or work experience. Therefore, although many people will need to proceed through both '**Study Year One**' and '**Study Year Two**' of a BA Programme, applicants who are considered by CIC to be **suitably qualified or experienced**, might be granted **Study Exemption** from one or more of the Core Subjects taught in a '**Study Year**'.

5- BACCALAUREATE IN COMMERCE (BCom)

CORE Subjects studied in 'STUDY YEAR TWO' of the Programme are:

1. **Business Economics & Commerce**
2. **International Business & Trade**
3. **Business Finance & Accounting**
4. **Project Management**

BACCALAUREATE (BA) STUDY FEE and REGISTRATION PROCEDURE

Fees as at 1st January 2007—(CITC Sudan)

Fees may be paid in in US Dollars (US\$) or in Sudanese Dinars (SDD)
The Standard Fee for a complete BA Programme (both 'Study Years' - all 8 Core Subjects) is:

	Registration Fees	Full Fees (W/O Exemption) Cash	Full Fees (W/O Exemption) 6 Inst.	Full Fees (W/One Exemption) Cash	Full Fees (W/One Exemption) 6 Inst.	Full Fees (W/3 Exemption) Cash	Full Fees (W/3 Exemption) 6 Inst.
USD	35	3000	550	2500	450	2000	350
USD			(3300)		(2700)		(2100)
SDD			110000		90000	400000	70000
SDD	6500	600000	660000	500000	540000		420000

Note, the Fees **include** despatch of Study Materials to the member, AND despatch of Examinations to the AFFILIATE or THE BRITISH COUNCIL, safely by **registered/recorded delivery post**.

FEES DOES NOT INCLUDE :-

-Affiliate/British Council Exam Fees (USD 50 Per Exam)

-Tutorial Charges (Both CITC/CIC) (USD 50 Per Test-USD 25 Per Hr)

-Eligibility Assessment Charge (USD 50)

‘STUDY YEAR ONE’ - THIS IS COMMON TO ALL BA PROGRAMMES

CORE Subjects studied in ‘STUDY YEAR ONE’ are:

1. Business Theory & Commercial Practice
2. Management & Administration of People in a Business Environment
3. Business English & Communication
4. Advanced Management & Administration Theory & Practice

1-BACCALAUREATE IN BUSINESS ADMINISTRATION (BBA)

CORE Subjects studied in ‘STUDY YEAR TWO’ of the Programme are:

5. Business Economics & Commerce
6. Sales & Marketing Administration
7. Business Finance & Accounting
8. Any ONE of the following Subject ‘options’:
Inventory Control & Management
OR Business Insurance
OR Advertising & Public Relations
OR Purchasing & Supply Management

2- BACCALAUREATE IN MARKETING ADMINISTRATION (BMA)

CORE Subjects studied in ‘STUDY YEAR TWO’ of the Programme are:

1. Sales & Marketing Administration
2. Advertising & Public Relations
3. International Business & Trade
4. Global Marketing Management

3- BACCALAUREATE IN HUMAN RESOURCE ADMINISTRATION (BHA)

CORE Subjects studied in ‘STUDY YEAR TWO’ of the Programme are:

1. Human Resource/Personnel Management
2. Organisational Behaviour
3. Leadership & Team Management
4. Employee Development

4- BACCALAUREATE IN FINANCIAL ADMINISTRATION (BFA)

CORE Subjects studied in ‘STUDY YEAR TWO’ of the Programme are:

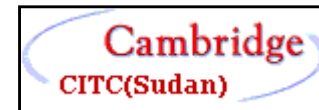
1. Business Economics & Commerce
2. Business Finance & Accounting
3. Cost Accounting
4. Financial Management

The description ‘*Study Year*’ is used as a **guide only**. The **flexible** distance-learning study method on CIC’s BA Programmes allows each individual to proceed and progress at his or her OWN pace. Some people might complete a ‘*Study Year*’ in less than a 12-month (one year) period; others might need to take longer. The **average time** taken to complete a CIC BA Programme is **18/24 months**.

Both **End of ‘Study Year’ Examinations** will be arranged in a Member’s **own area** - there is no requirement to come to the College premises to sit the Examinations. Arrangements for each of the two Examinations to be sat are made only after registration onto a CIC BA Programme, when the relevant stage has been reached, and after satisfactory progress in studies.

Examination arrangements **AND** choices:

- **The British Council**
- **Any CIC’s Affiliate Center around the world.**



- 1- Business Administration (BBA)
- 2- Marketing Administration (BMA)
- 3- Human Resource Administration (BHA)
- 4- Financial Administration (BFA)
- 5- Commerce (BCom)



BA PROGRAMME ENTRY REQUIREMENTS

For Registration onto a CIC BA Programme an applicant must be at least 20 years of age and have **either** (or both) of these 'entry qualifications':

Academic/Professional Qualifications: To gain acceptance onto a CIC BA Programme an applicant **must** hold at least Certificate, Diploma or local equivalent examination passes, or hold other **recognised examination-based** Course, Program, Training or Study qualifications or awards acceptable to and recognised by CIC.

Work/Practical Experience/Seniority Qualifications: Each of CIC's BA Programmes highly values work experience, and a minimum of two/three years work experience at an appropriate level of responsibility is generally expected of applicants applying for registration onto a CIC BA Programme based upon their work experience alone.

ELIGIBILITY ASSESSMENT (before applying for Registration)

If you are **UN**certain whether you are eligible for registration onto the BA Programme of special interest to you, or whether you are entitled to any Study Exemption, please complete the Placement test at the end of affiliate and when advised please complete '**Eligibility Assessment Form**' - and affiliate will send it to the College with your CV plus the **non-refundable 'Eligibility Assessment Fees'**.

Your documentation will be assessed by the College's Admissions Board, and you will be quickly informed through affiliate whether or not you are deemed eligible for registration onto the relevant BA Programme and, if so, what if any Study Exemption will be granted (to gain exemption, copies of qualifications/transcripts **must** be provided). The appropriate '**Acceptance Letter**' will be sent to you through our affiliate, and may be produced for exchange control purposes, and/or in support of scholarship, bursary or sponsorship applications, or requests for educational loans.

Note: The College cannot undertake your Eligibility Assessment unless and until you have paid the required



EXEMPTIONS AND EXAMINATIONS

Holders of appropriate CIC Diplomas, Honours Diplomas or Advanced Diplomas may be granted **Study Exemption** from Core Subjects of 'Study Year One' or 'Study Year Two' of a BA Programme on a **Subject for Subject** basis for equivalent Subjects they have **already** completed in their CIC studies. The **maximum** Study Exemption which may be granted on any BA Programme is from **four** Core Subjects.

Holders of Diplomas, Advanced Diplomas, Degrees and qualifications awarded by non-CIC bodies **based on examination success** and which are accepted by CIC as being of equivalent **standard** and **content** to a CIC BA Core Subject, may be granted a **Study Exemption** on a **Subject for Subject basis**. The **maximum** Study Exemption which may be granted on any BA Programme is from **four** Core Subjects. For example, holders of a CIC Diploma or HND Diploma or equivalent standard award on Business Management may be eligible to Study Exemption from 'Study Year One' Core Subject Business Theory & Commercial Practice.

The "advised study hours" for each "Study Year" will be reduced for each Study Exemption from a Core Subject granted. Whether a Member is granted Study Exemption from one, two, three or four Core Subjects, he or she must **still** sit and successfully pass **both** "End of Study Year" Examinations, which in each case will be set on the contents of ALL FOUR Core Subjects in the relevant 'Study Year'.

The College reserves the right to amend from time to time one or more of the Core Subjects listed.

CORE SUBJECTS OF BACCALAUREATE PROGRAMMES

Each of the two '**Study Years**' of a BA Programme comprises **four Core Subjects** - a total of **eight** in the two "Study Years" - and each 'Study Year' requires an advised 600 to 720 study hours (if there are no Study Exemptions.) On completion of each "Study Year" an **End of 'Study Year' Examination** is set. End of 'Study Year' Examinations are sat under approved Invigilation/ Supervision in the Member's own area. **Both** Examinations must be successfully passed as an integral component of the requirement for eligibility for the award of the appropriate CIC BA.