



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

Become a **Specialist** with a **Higher Diploma** in: **Computers & IT Systems Management & Security**

**This is a unique and special programme,
and is offered at a special low Fee
for only 3 months:
from 1st November 2019
to 31st January 2020.
Enrolment Form on page 3.**



For this Programme you study 2 interesting, professional, career-oriented courses:

- 1. Computers & IT in Business & Management** (see page 2 for more details)
- 2. IT Systems Security & Administration** (see page 2 for more details)

The Fee includes:

- * Professional Study Materials**
- * Study Guide**
- * Clear and straightforward assessments**
- * THREE (3) awards:**

- a **Diploma** on **Computers & IT in Business & Management**
- a **Diploma** on **IT Systems Security & Administration**
- a **Computers & IT Systems Management & Security
Specialist Higher Diploma**

The low **Special Programme Fee*** is:

EITHER:	one payment of:	£300 or US\$540
OR:	two instalments of:	£165 or US\$290

Notes: (i) * normal Fee is £400 or US\$800.

(ii) If you already hold CIC's Diploma on Computers & IT in Business & Management you only need to complete IT Systems Security & Administration - Fee £165 or US\$290 - to achieve the Specialist Higher Diploma as well.

(iii) Study duration is flexible but 18 months is allowed for the complete Specialist Programme.



Cambridge International College
- the British College of Professional Management -
offers men and women affordable, high-quality,
international qualifications to fast-track careers and gain success.

The Specialist Higher Diploma in Computers & IT Systems Management & Security

The Programme comprises two educational, motivating, practical and interesting courses:

Computers & IT in Business & Management

contents include:

- Management, management information
- Computers: characteristics, limitations
- Hardware, memory, software, programs
- Uses of computer systems
- Computers and communication
- IT in accounting and finance
- Digital media, graphics, websites
- IT systems project management
- Planning, designing, choosing IT systems
- Introducing and testing IT systems
- Quality assurance and testing IT systems
- Maintenance and security of IT systems

IT Systems Security & Administration

contents include:

- Thinking about security in IT
- Security threats and hackers
- Antivirus software, firewalls, detection
- Cryptography, passwords, authentications
- IT infrastructure, the IT environment
- Management information
- Wireless IT, the cloud, virtualization
- Building secure IT systems
- Choosing software, software updates
- People, personnel, users of the system
- Systems administration
- Security processes and procedures



What our Members say about studying with CIC:

Ibrahim Abdul Sillah

"My Diploma gained me employment as Supervisor in charge of 50 personnel. I then gained even better employment in the United Nations. I thank CIC for the wonderful promotions."

Austin Williams

"I am proud of my new job as Project Officer for an NGO. Your well-designed training has given me understanding. I'm now considered a technical member on the project. CIC has added value to my life. There is great quality in CIC training."

Ludavaune Germain

"I studied Computers & IT with CIC which gained me a job in information systems in the public sector. I was also accepted at University for a Bachelor of Commerce because of my CIC Diploma."

Terso Marko

"The course paved my way for a career at managerial level. CIC gave me an academic edge, increased my understanding, widened my scope of practical management functions and helped me with critical analysis when making decisions."



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ENROLMENT/REGISTRATION FORM FOR STUDY & TRAINING

Specialist Higher Diploma in Computers & IT Systems Management & Security

My personal details are (please write **clearly** in **capital letters** - with your surname or family name **last**):-

FULL NAME: Mr/Mrs/Miss/Ms _____

(write or type your full name **exactly** as you wish it to appear on your Diplomas)

FULL POSTAL ADDRESS: _____

(write or type the **full** and **exact** address to which we should send your Study & Training Materials)

Email address: _____ Telephone (include code): _____

Have you studied the subject(s) before? If so, give details: _____

Have you studied with CIC before? If yes, write your Membership Number(s): _____

Practical experience of the subject(s), if any: _____

Present employment / work experience: _____

Related qualifications held: _____

Special needs, if any: _____ Nationality: _____ Age: _____

I agree to CIC's usual Terms and Conditions of Enrolment/Registration for Study & Training.

Signed: _____ Date: _____

PAYMENT DETAILS: I enclose herewith the sum of (tick the appropriate box):

EITHER: one payment in full of: £300 ☐ or US\$540 ☐

OR: the first instalment of: £165 ☐ or US\$290 ☐ (the 2nd instalment is payable next month)

OR: one payment in full of: £165 ☐ or US\$290 ☐ (because I have already completed one of the 2 courses with CIC under Membership Number: _____)

Payment is in the form of:

☐ Bank Transfer / Wire / Telegraphic Transfer

☐ Western Union Quick Pay - 10-digit money transfer control no: _____ (attach receipt)

☐ Bank Draft/IMO ☐ MoneyGram - 8-digit money transfer no: _____ (attach receipt)

☐ Other - please give full details: _____

(Payment Methods are listed on page 4, and on the CIC website)



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ENROLLING AS A MEMBER FOR CIC STUDY & TRAINING

THE PROCESS IS SIMPLE AND STRAIGHTFORWARD - ALL THE COLLEGE REQUIRES IS YOUR ENROLMENT FORM (OR ENROLMENT DETAILS) AND A FEE PAYMENT

Complete the Enrolment/Registration Form on page 3 fully and in CAPITAL LETTERS and then:

- ▶ Send it by registered post or courier, WITH your Fee payment details to the College HQ in Britain
- ▶ **OR** scan and email your Enrolment Form and Fee payment details to: learn@cambridgetraining.com
- ▶ **OR** you can enrol/register online through our website: www.cambridgecollege.co.uk

YOU MAY SEND YOUR FEE PAYMENT TO CIC BY ANY OF THESE METHODS:

BY BANK TRANSFER: direct to one of our 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 (GB£) send to:

Account Number: 32144670, Sort Code: 402534

Swift/BIC: MIDLGB22, IBAN: GB35 MIDL 4025 3432 1446 70

For transfers in US Dollars (US\$) send to:

Account Number: 68294583, Sort Code: 400515

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

For transfers in Euros (€) send to:

Account Number: 68343364, Sort Code: 400515

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

BY ON-LINE BANKING: If you have a bank account which offers "on-line banking", you can make a transfer to one of the College bank accounts - the details are as stated above.

For either Bank Transfer or On-line banking, post or email your Enrolment Form to the College in Britain with the bank receipt. Ensure you pay all charges and add £20 or US\$40 or €30 to cover intermediary bank transfer charges; CIC can only credit you with the amount CIC actually receives.

BY WESTERN UNION: You can give your local Western Union Agent money in British Pounds (£), US Dollars (US\$), Euros (€), or your local currency to transfer to CIC. CIC will receive your payment in British Pounds, US Dollars or Euros. You can transfer your payment through Western Union:-

by 'Quick Pay' service (the best and quickest method to use to:

Account Name: **Services to Management**

Code City: **SMCOLLEGE,UK** Account No: **AUK040697**

or by 'Will Call' service: to use this service you MUST first contact CIC for transfer and receiver details.

(Note, please use the "Quick Pay" service if it is available.)

Whichever Western Union method is used, send your Enrolment Form with the Western Union receipt to CIC in Jersey, Britain, stating clearly the 10-digit Money Transfer Control Number and the name of the "sender".

MONEYGRAM: You may only send a fee by MoneyGram AFTER CIC has given you authorisation AND confirmed the name of the receiver to whom the payment should be sent.

BY BANK DRAFT OR INTERNATIONAL MONEY ORDER:

These must be to 'Cambridge International College' and must be in **British Pounds** or **US Dollars**. A British Pounds draft/IMO must be drawn on a bank in London (England); a US Dollars draft/IMO must be drawn on a bank in New York (USA). US\$ drafts/IMOs must be for at least US\$200.

BY DAHABSHIIL MONEY TRANSFER: A Dahabshiil Agent can send your payment to the College. You can pay the Dahabshiil Agent in your 'local' currency (or British Pounds, US Dollars or Euros). Address the transfer to:

Beneficiary: David Simon Lawson Destination: Britain
Mobile/cellphone: +44 77977 13999

Post, or scan and email your details with the Dahabshiil receipt to the College. The 'sender' must show ID to the Dahabshiil Agent to validate the transfer. Ensure the Mobile/cellphone number is stated.

CURRENCY NOTES: You may send British Pounds (GB£), United States Dollars (US\$), or Euros (€).

BY PAYPAL: You can pay your Fee via PayPal on the College website; click the "Add to Basket" button on the webpage of the chosen course(s) and follow the instructions.

PayPal also allows you to send your fee using your debit or credit card, bank payment or PayPal account to: registrar@cambridgetraining.com

BY CREDIT/DEBIT CARD: All payments will be in British Pounds. The best, fastest and safest way to pay using your credit or debit card is through the CIC website: you will need to click on the "Add to Basket" button on the page of the course(s) to be enrolled for, then follow the instructions. Alternatively you can send to CIC a signed letter which states your credit/debit card number and expiry date, your name, postal and email address, and the amount to be paid, WITH a copy of the front and back of the card (the card MUST be signed on the signature strip) and it must be your own personal card.

BRITISH POSTAL ORDERS: Only British Postal Orders to 'Cambridge International College' can be accepted.

RELATIVES/FRIENDS/SPONSORS/EMPLOYERS: You may arrange for your relatives, friends, sponsors or employers to send your completed Enrolment/Registration Form and your Fee payment to the College in Jersey, Britain.