



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.

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These are the Options you have for receiving your Study Materials:- EITHER through CIC's On-line Platform, OR Softcopy OR Hardcopy Format

These Diplomas are offered by On-line Study, in Softcopy Format, and in Hardcopy Format:

- Accounting & Finance in Business & Management
- Business Management & Administration
- Logistics, Materials & Supply Chain Management
- Management & Administration

These Diplomas are offered in Softcopy Format OR in Hardcopy Format (but not by On-line Platform):

- Administrative, PA & Secretarial Duties
- Advanced Management & Administration
- Advertising & Public Relations
- Business Bookkeeping & Accounting
- Business Economics & Commerce
- Business English & Letter Writing
- Business Entrepreneurship & Organisation
- Classroom Management & Psychology for Teachers
- Commercial Practice & Law
- Communication in Business & Management
- Computers & IT in Business & Management
- Cost & Management Accounting
- Digital & Online Marketing
- Early Childhood Care & Education
- Educational Psychology & Administration
- Environmental Concerns & Protection
- Essential Everyday English
- Events Management
- Health & Safety in the Workplace
- Hospitality Industry & Administration
- Hotel Operations & Management
- Human Resource & Personnel Management
- Insurance: Principles, Practice & Administration
- International Business & Trade
- International Relations & Global Politics
- Journalism, Mass Media & Professional Writing
- Leadership & Team Management
- Marketing & Sales Management
- Office Management & Administration
- Professional English (Everyday & Business Use)
- Project Leadership & Management
- Purchasing & Resource (Procurement) Management
- Recreational Sport & Leisure Management
- Retail Management & Customer Relations
- School Leadership & Management
- Stores, Inventory & Warehouse Management
- Supervisory Management
- Tourism & Travel Management

The Study Materials for these Diploma Programs are available in Hardcopy Format only:

- Audit & Assurance
- Banking & Bank Operations
- Credit Management & Control
- Financial Management
- Organisational Behaviour
- Public Management & Administration
- Supply Chain Strategy & Organisation

The Study Materials for these Honours Diplomas are also offered 100% in Softcopy Format:

- Administrative Management **
- Business Accounting & Finance **
- Business Administration
- Business Development
- English & Communication
- Executive & Secretarial Assistance
- Hospitality Management
- International Business & Global Politics
- Management & Administration **
- Management & Leadership
- Management & Workplace Safety
- Marketing Administration
- Materials & Logistics Management
- Media & Communication Management **
- Procurement & Supply Management
- Project Management
- Retail Marketing & Management
- Teaching & School Management

** 100% provision in Softcopy Format for these Honours Diplomas depends on subject choice/option. All other Honours Diplomas include one or more Subjects only available in hardcopy version.

There is also an Option to receive the Study Material for the Executive Mini MBA in EITHER Softcopy OR Hardcopy Format.



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Options for Receive/Accessing your Study Materials

Page 1 lists the Programs which have Study Materials available through CIC's On-line Platform*, and/or in Softcopy Format**, and/or in printed Hardcopy Format. Please note:

- You may choose **ONE** option only: On-line Platform, Softcopy Format, or Hardcopy Format.
- **If you choose the On-line Platform*** you will be sent personal login details and a password - you must have a personal email address - and instructions to access and study the Program(s) you enrolled for. You will be able to commence your studies immediately.
- **If you choose pdf Softcopy Format**** your Study Materials will be emailed to you. You must then save your personal pdf Softcopy** Study Materials to your computer, laptop or device - that is your responsibility. You will be able to commence your studies immediately.
- **If you choose printed Hardcopy Format**, Study Materials will be posted by registered airmail post (we may offer a DHL alternative for an extra charge depending on your location).
- Whichever Option you choose, you will receive EVERYTHING you need for study success and to gain your international Diploma or Award.
- All other aspects of the Terms & Conditions of Enrolment continue to apply.

Please confirm your choice by returning the Study Materials Format Option Form below.

* The On-line Platform Option is **ONLY** available for the Programs stated on the next page.

** The Softcopy Option is **ONLY** available for the Programs stated on the next page.

Kind regards,

L Stevens

Registrations Department
Cambridge International College

Study Materials Format Option Form

To: The Registrar, Cambridge International College

Please send me my personal Study Materials in (tick/indicate your chosen Option):

On-line Platform* Format,

and I confirm my email address is: _____
and I will receive a personal login and password and follow the instructions given.

pdf Softcopy Format,**

and I confirm my email address is: _____
and I will save my personal pdf softcopy Study Materials to my computer or device.

Hardcopy Format,

and I understand Study Materials will be posted to me by registered airmail post (a DHL alternative for an extra charge may be available).

I confirm my full name is: _____

Program being enrolled for: _____

Signed:

Date: