

The Chartered Institute of Management Information Technology

CONTENTS										PAGES
Introduction into the Institute Syllabus	-	-	-	-	-	-	-	-	-	1
The Institute	-	-	-	-	-	-	-	-	-	1-2
The Objects of the Institute	-	-	-	-	-	-	-	-	-	2
How to Register as a Student	-	-	-	-	-	-	-	-	-	2
Examinations	-	-	-	-	-	-	-	-	-	2-3
Experience and Training										
Syllabus of Examinations	-	-	-	-	-	-	-	-	-	3-4

INTRODUCTION INTO THE INSTITUTE SYLLABUS

This syllabus has been written for those intending to register as STUDENTS of the Institute.

Employers, Careers advisers and teachers may also find the syllabus very helpful as a guide to the Institute's requirements.

It outlines in general terms the Institute's policies and procedures and contains the basic information which prospective students of the Institute need.

The syllabus is divided into three main sections:

- (a) How to register as a student;
- (b) The Institute's examinations;
- (c) The approved experience requirement.

The syllabus contains a conspectus only of the:

- (1) Foundation Examination;
- (2) Intermediate Examination;
- (3) Professional Examination;
- (4) Final examination.

TUITION:

Courses for the Institute's examination are offered by all the accredited Part-Time or Full- Time Institutions established in Nigeria.

THE INSTITUTE

The Chartered Institute of Management Information Technology is the largest Management Information Technology by registration in the United Kingdom with over 26,000 members and 65,000 Student. Its members are recognized under the UK companies Acts for the purpose of enhancing Management Information Technology, since the functions of Management Accounting is inextricable bound up with communication of Information.

In the modern industry, the role of Management Accountant is primarily concerned with Management of Information and computers automate activities in the office and factory, so the work of management accountants is changing.

Managements need for information increases as organization grows and becomes more complex. Successful planning, organizing, co-ordination and control is impossible without a constant flow of relevant information which is opposite to the needs of managers. Speed is essential in the presentation of information.

9th June, 2009, the Institute was registered with Corporate Affairs Commission with RC.No.2100800, for the purpose of training in Management Information Technology, Financial Management etc. This is to ensure that members are trained to cope with this vital role as advanced learning programme.

The recognized value of qualification, and the Institute's determination to place as few artificial barriers as possible in the way of those seeking it, have made it the most eagerly sought- after of all the professional qualifications in Nigeria.

The Institute remains committed to its open door policy, which permits Students to prepare for the examinations in as wide a variety of ways as possible.

There are two elements to qualifying as a member of the Institute; candidates must successfully completed the Institute's examinations and they must also satisfy a requirement for approved experience.

Members use the designation certified Management Information Technology and the desigatory letters AM.I.Tech. for Associate, and FM.I. Tech. if Fellow.

The Institute requires all members, graduates and students to comply with rules of professional conduct and observe the Bye- Laws and Regulations of the Institute.

THE OBJECT OF THE INSTITUTE:

1. Determine what standards of knowledge and skill are to be acquired and attained by persons seeking to become registered members of the Institute and reviewing those standards from time to time as circumstances may require.
2. Promote and develop the science of Chartered Institute of Management Information Technology and foster and maintain investigations ad research into the best method for the enhancement and application of such science.
3. Encourage, increase, disseminate and promote the education and training of members admitted, thereof, and the exchange of information and ideas in respect of all questions appertaining thereto or connected therewith, the practice of Management Information Technology.
4. Organize and conduct examinations, from time to time, in Chartered Institute of Management Information Technology and other related subjects to the profession thereof.

For the purpose of admitting members to the Institute enhancing status, and issuing membership certificates to person so admitted.

5. Regulate and control the practice of Professional Chartered Management Information Technology in all its ramifications.
6. Highlight and impart such specialized knowledge and experience in the information Technology system, spread into various areas in the business. In the operational system; Access control, capacity management; Desktop audit; Asset management; Networks; change management; problem management; System development process; Database Management System, advanced computer-based statistical system, mathematical models spreadsheet packages; and the innovation and controls are key to the business; Interpretation and communication of a wide range of information in computerized environment including both manual procedures and procedures designed into computer programs. Such control procedures comprises two types of control: General controls and application controls; and furnishing – standards over systems design, programme and documentation; full testing procedures using test data; Installation procedures so that data is not corrupted in transaction; training of staff in new procedures and availability of adequate documentation.
7. Co-ordinate the extent of work connected with planning by management and operating controls over programs, proper job scheduling, password protection, disaster recovery procedures as availability of back-up computer facilities and back-up power-source.
8. Do all such things as may be proper and necessary to maintain and advanced the status and interests of members who are involved in studies relating to research, automation, computerization and the merging of data resulting from spreadsheet as a tool in planning and decision making. The user must make the decision; a form of sensitivity analysis, used to develop cash flow model, also the two important quantitative methods used to analyze fixed and variable cost elements from total cost data are – the High – low and the Regression methods. New processes and planned expansion; and other sources that may be integrated into management Information Technology systems to the benefit of shareholders and the community at large.
9. Maintain in accordance with this Act, professional discipline, protect the interest of members through the provision of professional consultative advice and the issue of journals and other publications, organization and conduct of seminars, workshops, conferences, etc; and .
10. Do such other things that are incidental or supplementary to the foregoing objects of the Institute.

HOW TO REGISTER AS STUDENT:

To register, prospective students must satisfy the Institute that they have already passed examinations accepted by the council of the Institute.

EXAMINATIONS:

The Institute's Examinations comprises four levels:

- Level 1 –The Foundation Examination;
- Level 2 – The Intermediate Examination;
- Level 3 – The Professional Final Examination;
- Level 4 – Final Dissertation Thesis: 2 Topics.

The Four levels represent a progression in standard of proficiency.

The Level 1 examinations must be completed before Level 2 is attempted. And level 2 must be completed before Level 3 is attempted; level 4 is the final examination.

Level 1 consists of 5 papers, each of 3 hours duration.
Level 2 consists of 4 papers each of 3 hours duration.
Level 3 consists of 4 papers each of 3 hours duration.
Level 4 consists of 2 Thesis of dissertation.

Exemptions may be granted from papers in level 1 and 2 on the basis of approved qualification. In certain approved qualifications, exemption will be granted in level 3 but no exemptions are granted from papers at level 4.

SUBJECTS TO BE STUDIED

Foundation Examination

1. Date base processing and COMPUTER TECHNIQUES and APPLICATION
2. Management Information Technology – Fundamental
3. Organisation operation access control system
4. Business Economics asset Management
5. Principle of Booking and elements of auditing.

Intermediate Examination

6. Quantitative Techniques
7. Mathematical models and spreadsheet packages system
8. Technical innovation and documentation system
9. Business communication

Professional Examination

10. Advanced Management Information Technology
11. Financial Accounting – Reporting Applications
12. Management Accounting – Business Intelligence system
13. Operational Research and Planning Techniques

Final Examination

14. Two Topics of Dissertation Thesis.

SYLLABUS SUMMARY

Foundational Examination

1. **Data Base Process and Computer Techniques and Application**
Elements of data processing; data collection; manual and mechanized system using simple office machinery; Digital Computer; Hardware; functions of the central processor; input devices; types of storage and their suitability for specified applications; output display and transmission devices; software; types of software, language; principles of programming; use of programming aids, manufactures software and programming packages; Technical terms in software generally; system analysis and design for computer application; selection of batch processing; online processing; Feasibility studies and project planning and control; processing policy – use of computer bureaux; impact of the computer on company organization; reporting methods; Management practice etc.
2. **Management Information Technology – Fundamental.**
System theory; Information, system design; system selection and installation; Data; software; and computer hardware.
3. **Organizational operation Access Control System**
The solution of resource allocation problems by means of linear programming methods; including graphic; simplex; allocation and transportation; the development in inventory control models to determine values such as economic order quantities and reorder points; the use of probability measures to develop decision models; the development of simulation models- use of random numbers; model formulation; model testing; prediction; limitations of models; the use of Markov Chains in applications of brand switching; personnel movement; equipment; maintenance and replacement; the general application of network analysis and other project planning techniques.
4. **Business Economics for Management**
Economics and society; Economic structures; supply and demand; labour; money and Banking; Macro-economics; the government and the economy and International trade.
5. **Principle of Bookkeeping and elements of auditing**

Accounting theory; objectives of financial statement; accounting with computer; Financial accounting with computers; Financial accounting practices; cost accounting practice; relationship and difference between accounting and auditing; reason for application of auditing; Integration of external auditing functions and Internal audit controls.

6. **Intermediate Examination**

Problems in business and their quantitative solutions; operational Research Techniques; Planning techniques; electronic data processing; Decision analysis; linear programming etc.

7. **Mathematical Models and Spreadsheet Packages System.**

Handling statistical data; Descriptive Statistics; Aspect of probability; Basic Mathematics; Business Mathematics; Role and feature of a spreadsheets system; demonstrate a basic understanding of the use of spreadsheets; identify applications for spreadsheets in cost and management accounting.

8. **Technical Innovation and Documentation System.**

Introduction to planning – strategic; medium; and short term; Analysis of organization by logical numerate and analytical skills; the identification of planning objectives and resources; the monitoring of planning by use of financial control techniques and quantitative techniques; evaluation of sources and application of funds, future opportunities pricing policies; introduction to man power planning; statistical and organizational model building; labour market analysis; recruitment, selection and appraisal for employees; training and development; design of reward system and formulation of pay policies.

9. **Business Communication**

Sound report writing; Draft of various form of report type of communications; formal and informal systems of communications; Audio – visual aids and media – relations; the use of diagrams and charts; public/ customer relations and press announcement.

PROFESSIONAL EXAMINATION

(10) **Advanced Management Information Technology-**

Communication with users of system and with technical specialists about information needs and systems requirements; evaluate; propose; implement, control and manage the use of computerized information system; and the use of developments in the information technology etc.

(11) **Financial Accounting – Reporting Applications.**

Accounting techniques for periodic reports – capital and Revenue accounts; Accounting for depreciation; the treatment of bad and doubtful debts; Accruals and prepayments; Reserves and provisions; specialized accounts; manufacturing accounts; control accounts; appropriation accounts, Interpretation of accounts; accounting ratios; Funds flow statements; and the introduction to final accounts of limited liability companies.

(12) **Management Accounting – Business Intelligence System**

Cost ascertainment; Integrated and non integrated accounts; job and process costing; marginal costing; Budgets and budgetary control, standard costing, Analysis of variances.

(13) **Operational Research and Planning Techniques**

To test the student's awareness of a range of operation research methods and mathematical planning techniques; understanding of the conditions under which these techniques can be effectively applied; and the limitations which are inherent in each of them.

(14) **Final Examination**

Two extended dissertation on subjects approved by the council.

MEMBERSHIP CERTIFICATE

For which ever degree of membership, each applicant is admitted; he will be issued with the certificate of the appropriate membership. The certificate so issued remains the property of the institute and on demand be returned to the institute.

DISCIPLINE

All cases of indiscipline involving members mis-conduct during their membership period shall be handled by the council and the council's decision on such cases shall be the final.