



CMI Instituto de
Formación Profesional



Advanced Vocational Training in **ADMINISTRATION AND FINANCE**

OFFICIAL QUALIFICATION
CMI Vocational Training Institute

ON CAMPUS 2 YEARS



STEAM · SUSTAINABILITY · AI
INNOVATION · INDUSTRY 6.0

Top Business School in Europe 2025
Awarded by Education Insider U.S.A.

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"Accounting numbers, of course, are the language of business [...]. But accounting is but an aid to business thinking, never a substitute for it."

- Warren Buffett, Chairman of Berkshire Hathaway



WHY CMI?

CMI Higher Education is an international institute of professional higher education in business and technology: excellent education focused on STEAM, sustainability, artificial intelligence, innovation and Industry 6.0 for a better world. Leading with purpose, innovating with responsibility.

CMI has been recognised as Top Business School in Europe 2025 by the US magazine Education Insider USA. This prestigious award reflects the outstanding quality, reputation and trust that CMI has built since its foundation in 2017.

CMI received the award for the most innovative academic programmes in Spain in 2023 from Global Awards U.K., and recognition as the best training centre in Spain for CSR in 2022 from CSR Awards U.K.

At CMI we work to lead, promote and carry out innovative and technological activities covering the entire development and implementation process, from exploring the frontiers of knowledge to the end of the life cycle of all products and services, taking into account the needs of a sustainable and circular economy.

CMI offers the highest quality standards in its services to society. All its activities are carried out through continuous improvement processes, supported by modern, advanced technology and management systems.

We have an integrated educational quality management system certified to ISO 9001.



Research and Development
Support and assistance with research



Personalised tutoring and monitoring
Campus in Madrid



Virtual campus



Jobs and Networking
Job opportunities, internships and Alumni Club



Scholarships and grants
For new and former students





OUR PHILOSOPHY

Our purpose is to help create a new and better world through research, development and innovation and the holistic education of the individual, putting science, technology and Artificial Intelligence at the service of the challenges of our time.

✓ Research

At CMI we work for development and innovation, generating cutting-edge scientific and technological knowledge in collaboration with industry stakeholders and through our scientific journal: CMI Journal.

✓ Holistic Education

We offer rigorous academic training that combines business, science, innovation and new technologies, geared towards sustainable growth with economic, social and environmental impact, for the conscious management of organisations, maximising the development of our students' talent.

✓ International Business School Environment

The CMI Vocational Training Institute also stands out for its setting within a prestigious business school, offering an outstanding faculty (75% hold a PhD or are PhD candidates) and professional and industry connections.



MISSION

To train professionals in business and organisational management, leadership, innovation, science and new technologies through cutting-edge STEAM programmes of excellence, boosting their careers and achieving sustainable growth with a triple benefit: economic, social and environmental.



VISION

To become a world-leading STEAM school of business and technology, driving the sustainable growth of organisations with a positive impact on society and the environment.



VALUES

C · Conscious — Of our role as agents of change in driving the growth of responsible professionals and organisations.

M · Methodical — In our teaching processes, so that we deliver innovative, excellent programmes to the full satisfaction of every student.

I · Integrity — And ethics in how we work, internally and externally, with students, colleagues and partners, building trust and respect inside and outside the classroom.

B · Beneficial — To society and the environment, with the firm purpose of helping to create a better world through quality education.

S · Sustainable — Through our contribution to the community, developing professionals and organisations with a positive impact for the generations of today and tomorrow.

EXPERIENCE CMI Vocational Training Institute

Studying at CMI means training at an institute whose mission is to work to make the world a better place, both socially and environmentally, through high-quality academic activity focused on STEAM, sustainability, AI, innovation and Industry 6.0. As a certified B Corp social enterprise, we foster talent with a scholarship programme that has received an award from Fundación Gala, and with financing in convenient instalments.

At CMI we work tirelessly because, like our students, partners and so many others, our goal is to leave a better world as a legacy for future generations.



✓ CMI

International School of Vocational Training, Business and Technology.

✓ Teaching staff

Our lecturers are expert professionals and researchers: 75% hold a PhD or are PhD candidates.

✓ Experiential methodology

Theory and case studies are combined to build knowledge based on experience.

✓ International Programme

Subjects are taught from a global perspective.

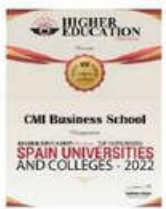
✓ Virtual Campus

This platform facilitates communication and monitoring of the academic programme.

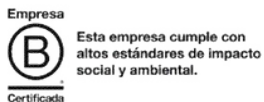
✓ Limited places

Small groups of students.

AWARDS



CERTIFICATIONS



PARTNER ORGANISATIONS



Advanced Vocational Training in **ADMINISTRATION AND FINANCE**



The Advanced Vocational Training in Administration and Finance prepares professionals to manage the accounting, tax, payroll and financial administration of companies and of public and private organisations.

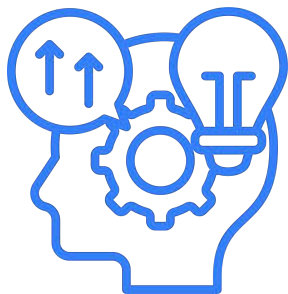
Designed with immediate employability in mind, the programme combines a solid technical and practical grounding with a strategic understanding of business. Qualification: Spanish official Higher Vocational Training qualification (Técnico Superior).

WHO IT IS FOR



- Students who want to enter the job market quickly
- People looking for practical training with high employability
- Professionals who want to improve their administrative qualifications
- Future entrepreneurs
- Students who wish to continue their studies later, with direct access to university bachelor's degrees in Business Administration, Economics or related fields

SKILLS YOU WILL ACQUIRE



- Accounting and financial management
- Preparation and analysis of balance sheets
- Tax management
- Personnel administration and payroll
- Document and administrative management
- Advanced use of business management software
- Investment and financing analysis
- Business communication and customer service
- Corporate Social Responsibility (CSR) and organisational sustainability techniques

STUDY MODE



On campus

Start: September
Duration: 24 months
Mode: On campus / Madrid
Monday to Friday.
Schedule: Mornings

METHODOLOGY



- Hands-on learning based on real cases
- Lecturers with business experience
- Use of AI and professional software
- Project management
- Gamification and simulation of business environments
- Workplace training (compulsory FCT)

CAREER PROSPECTS



- Administrative and Finance Technician
- Accounting Manager
- Tax Management Technician
- Human Resources Administrator
- Banking and Insurance Administrator
- Treasury Technician
- CSR and Sustainability Administrator
- R&D&I&D Administrator

ACADEMIC PROGRESSION



- Integration into the university ecosystem
- Access to CMI master's programmes
- Access to CMI Specialist Diplomas
- Direct access to university bachelor's degrees such as:
 1. Business Administration
 2. Economics
 3. Finance and Accounting

STUDY PLAN



FIRST YEAR

- Management of Legal and Business Documentation
- Human Resources
- Corporate Social Responsibility (CSR) and Sustainable Development
- Office Software and Information Processing
- The Complete Commercial Activity Process
- Communication and Customer Service
- Professional English

60 ECTS

SECOND YEAR

- Financial Management
- Accounting and Taxation
- Logistics and Commercial Management
- Human Resources Management
- R&D&I&D Administration
- The Business and Economic Environment
- Administration and Finance Project
- Workplace Training (FCT)

60 ECTS

Final project

FEES AND SCHOLARSHIPS

ON CAMPUS · PRICE PER ACADEMIC YEAR (10 MONTHS)

Total price (1)	€4,950
Enrolment fee (included) (3)	€500
Qualification fee (Community of Madrid)	Charged separately
Price with 25% scholarship (2)	€3,838
Interest-free financing (4)	Enrolment fee + 10 instalments of €334

- 25% scholarship.
- Additional 10% discounts for early enrolment, single payment, group enrolment and Alumni Club members.

APPLICABLE CONDITIONS

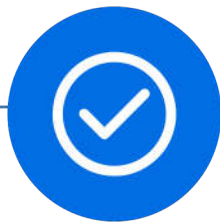
- 1 Price per academic year. Includes tuition, enrolment fee, materials and Alumni Club membership.
- 2 25% scholarship applied; compatible with early-enrolment and single-payment discounts.
- 3 The enrolment fee secures your place after admission and is deducted from the price.
- 4 Ten instalments, payable within the first 5 days of each month.

This programme is eligible for the Vocational Training grants of the Community of Madrid and the Spanish Ministry of Education.

ENROLMENT PROCESS



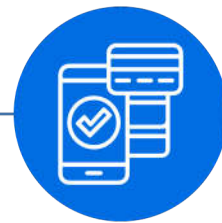
SUBMIT YOUR
APPLICATION



ADMISSION
CONFIRMED



PLACE SECURED BY
PAYING THE ENROLMENT
FEE



PROGRAMME PAYMENT
(10 INSTALMENTS OR
SINGLE PAYMENT)

Requirements

Send your documents to
admisiones@cmi.es:

1. Official Identification

- Spanish students: copy of a valid DNI (national ID card).
- International students: copy of NIE or passport.

2. Academic Credentials

One of the following:

- Bachillerato or an Intermediate or Higher Vocational Training qualification.
- Certificate of having passed the Higher VET entrance exam or the university entrance exam for over-25s.
- Specialist Technician qualification
- Vocational Training qualification
- University degree
- COU or Pre-university qualification
- Second year of experimental Bachillerato
- Higher Vocational Training entrance exam

For international students: recognition (homologación) or validation of their foreign qualification by the Spanish Ministry of Education or, failing that, the Conditional Enrolment Slip (Volante de Inscripción Condicional) stamped by the official body.

3. Application Form:

- **Complete the** CMI Higher Vocational Training admission form

Enrolment

- Candidates will be notified of the outcome of the admission process by email.
- If admitted, you complete your enrolment by paying the enrolment fee, which secures your place; the balance is paid in 10 interest-free instalments or in a single discounted payment.
- Enrolment is open all year round, subject to the availability of places.

Scholarships

If you wish to apply for a scholarship, send a motivation letter and a scholarship application to admisiones@cmi.es together with your documents.



Admissions Calendar

Places are limited to groups of no more than 20 students and are allocated in order of enrolment or by academic priority. Please note the following deadlines:

- January – May: Place reservation opens. Recommended period to secure your place before the current academic year ends, when you can save 10% on the programme price.
- June – July: Ordinary enrolment period.
- August – September: Extraordinary period, only if places remain after the July process.
- Mid-September: Classes begin.

Kick-start your future in Administration and Finance!

Tips for International Students:

If you need to apply for a Student Visa, we recommend reserving your place between March and May. The Consulate usually takes at least 60 days to process the documents, and you will need our Letter of Admission to start the process.

What sets us apart

1. **Accredited academic excellence and quality of an elite International School of Business and Technology.**
2. **Location next to Puerta de Toledo metro station and modern facilities in central Madrid, 700 m from the Royal Palace and Almudena Cathedral.**
3. **Training in cutting-edge digital skills.**
4. **Small on-campus groups of no more than 20 students.**
5. **Student Wellbeing Department that enlivens academic life with extracurricular activities (cultural, health, sports, etc.).**
6. **Career guidance and personalised tutoring.**
7. **Integration and networking activities with higher education, master's and postgraduate students.**
8. **Practical approach with a strategic vision for employability.**
9. **Development of soft skills such as emotional intelligence, negotiation, leadership, teamwork, and time and stress management.**
10. **Scientifically rigorous training from the CMI faculty, based on values and a purpose of positive impact.**
11. **Connections with partner companies.**
12. **Opportunity to progress to university higher education.**



ALUMNI CLUB

At CMI we strive to serve every student who passes through our classrooms to the highest possible standard. That is why, on completing any CMI programme, graduates enjoy all the benefits of being an alumnus, free of charge:

- Up-to-date information on programmes and scholarships
- Newsletters and publications
- Information on topics of interest
- Invitations to networking activities, conferences and talks
- Discounts on training and merchandise
- Job board



CONTACT US

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