

Business & Administrative Management

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IAM (The Institute of Administrative Management)



Course	Awarding body	NQF Level	Duration	Tuition Fees
Diploma In Administrative Management	IAM	NQF Level 4	1 year	£ 3650
Advanced Diploma In Administrative Management	IAM	NQF Level 5	1 year	£ 4200
BA (Honours) in Business Management	IAM/UK University	NQF Level 6	1 year	£ 4950

Modules

Diploma in Administrative Management	Advanced Diploma in Administrative Management	Bachelor of Arts (Honours) Business Management
Unit 1 People in Organisations Unit 2 Administrative Systems and Processes Unit 3 Professional Administration Unit 4 Information for Decision Making Unit 5 Case Study 1	Unit 1 Administrative Systems in the Organisation Unit 2 Strategic Issues in Administration Unit 3 Administrative Management of Resources Unit 4 Human Resources (Management & Practice) Unit 5 Case Study 2	Unit 1 Personal Effectiveness Unit 2 Contemporary Issues in Administration and Management. Unit 3 The Modern Organisational Context Unit 4 Organisational Culture and Change Management Unit 5 Project including research Methodology

Entry Requirements

Diploma in Administrative Management Entry Requirements:

- Successful completion of Certificate in administrative management from IAM or any another British awarding bodies or equivalent for International students.
- Candidates typically educated to UK GCE A-level standard.
- Minimum 18 years of age.

Advanced Diploma in Administrative Management Entry Requirements:

- Successful completion of Diploma in administrative management from IAM or any another British awarding bodies or equivalent for International students.
- Candidates typically educated to UK GCE A-level standard.
- Candidates of 21 years of age and over with two years' work experience relevant to administrative or a related field will also be eligible. An employer reference will be required.

BA (Honours) in Business Management Entry Requirements:

Applicants must have any one of the following.

- Successful completion of Advanced Diploma in Administrative Management from IAM or any another British awarding bodies or equivalent for International students.
- Candidates of 21 years of age and over with two years' work experience relevant to administrative or a related field will also be eligible. An employer reference will be required.

Term dates:

- KCOL offer four terms : January, April, June and September.

Notes:

- The fees stated above only include the tuition cost.
- IELTS 5.5 minimum is required for all the above courses.
- Students should be at least 18 years old to commence any courses at KCOL.