

Advanced Diploma

Course Outline:

Three compulsory subjects:

- Corporate Strategy
- Management Organisation
- International Business

Plus two from the following options:

- Strategic Marketing
- Corporate Finance
- Strategic Human Resource Management
- Managing the Information Resource

Entry Requirements:

1. ABE Diploma in Business Administration part 1 and 2
2. A degree, awarded by a recognised university or overseas university.
3. Other recognised qualification.

How You Can Benefit

After the Advanced Diploma, you have three choices.

1. You can enter the workplace with a highly valued qualification.
2. You can enter the final year of many degree programmes in countries including UK, US, Canada Australia, India etc.
3. If you have completed the advanced diploma and have at least 2 years relevant work experience, you can enter directly on a UK MBA programme

THE ASSOCIATION OF BUSINESS EXECUTIVES

Fee Structure

Levels	Payable to ABE			Payable to TBS
	Reg. Fees ₹	Exam Fees ₹	Subscription Fees ₹	
Certificate	35	20	25	\$60,000
Diploma	50	25	25	\$60,000
Advance Diploma	150	30	25	\$90,000

Duration of Courses:

Certificate:.....
 Diploma:
 Advance Diploma:

Exam Sessions:

June & December

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BUSINESS STUDIES



BUSINESS ADMINISTRATION

The Business School

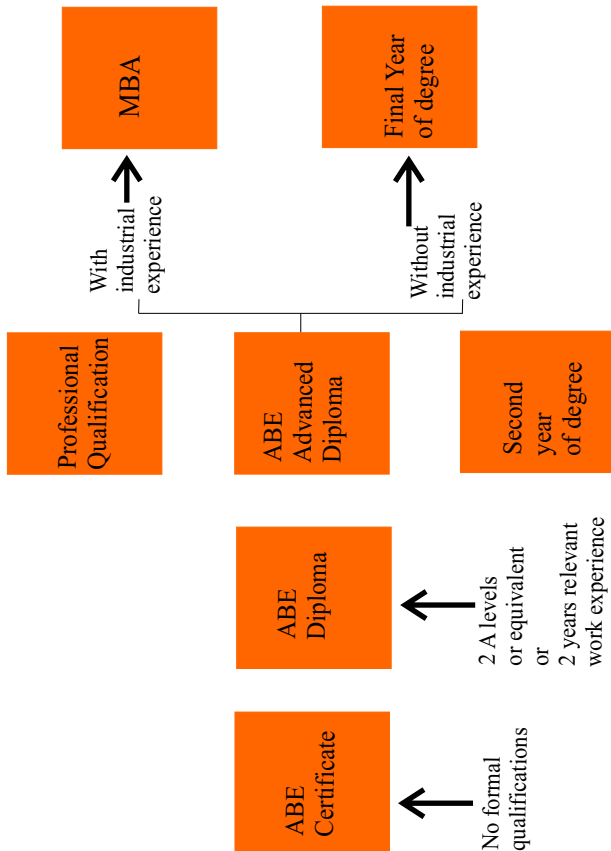
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THE ASSOCIATION OF BUSINESS EXECUTIVES

Abe is a professional management qualification and one of the most flexible and dynamic programmes of study awarded internationally.

The Business Administration programme provides a professional qualification that may be used to prepare directly for a career in business, or to gain advanced entry onto a range of professional qualifications and university degrees. The programme provides students with an appreciation of the theoretical issues currently involved in the study of business and a range of practical skills which will enhance their value to potential employers.

The Abe Business Administration consists of three levels: **Certificate, Diploma and Advanced Diploma.**



CERTIFICATE IN BUSINESS

Course Outline:

- * Introduction to Business
- * Introduction to Quantitative Methods
- * Introduction to Accounting
- * Introduction to Business Communication

Entry Requirements:

Open entry, but it is recommended for persons who have at least completed secondary school and acquired 3 or more subjects including Mathematics and English Language.

LCCI - English for Business 1st or 2nd level

Pitman/City and Guilds - English for Speakers of Other Languages (ESOL)/English for Business and Communication

How You Can Benefit

Apart from obtaining a certificate at the end of this level, a person can also gain entry to 1 of 5 BA Degree Programmes.
 BA Marketing, BA Business Accounting
 BA International Business Administration,
 BA Management, BA Information Management.

Students can, however, go on to the Diploma Level or enter the workplace with a recognised qualification. Certificate holders have the skills and knowledge required for administrative roles.

DIPLOMA IN BUSINESS

Course Outline:

Part 1

- * Economics
- * Organisational Behaviour
- * Accounting
- * Business Communication and Presentation

Part 2

- * Marketing
- * Human Resource Management
- * Quantitative Methods
- * Managerial Accounting
- * Principles of Business Law
- * Systems Analysis

Entry Requirements:

Persons must be at least 18 years of age and at least 3 O' Levels and 2 A' Levels or CAPE

Completion of the ABE Certificate Level

Mature Entry Route

- (a) A person over 21 years of age without a formal entry requirement but with 2 years appropriate work experience. Letter of employment must be supplied by employee.
- (b) other qualifications are also assessed on an individual basis and appropriate exemptions granted.

How You Can Benefit

After the diploma you have 3 choices:

1. You can go on to the advanced diploma
2. You can enter University and receive a number of credits which can save you thousands of dollars
3. Enter the workplace with a recognised qualification.