



## **ABE Certificate in Business Administration**

**Course Code: NABE01**

The Association of Business Executives (ABE) is a market leader in the cost-effective provision of quality assured British management education leading to awards which are valued in their own right, but which are also recognised as an accepted route onto the later stages of a number of UK and overseas professional or university qualifications.

### **Course Aims**

The ABE Certificate in Business Administration programme provides a professional qualification which may be used to prepare directly for a career in business, to gain advanced entry to study for further professional qualifications or to obtain useful exemptions on a range of university business courses in the UK and elsewhere. The nature of the programme is such as to provide students with not only an appreciation of the theoretical issues involved in the study of business, but with a range of practical skills which will enhance their value to potential employers.

### **Course Market**

The course is aimed principally at providing a professional qualification for the following markets:

- ❖ employees wishing to develop their professional skills in business;
- ❖ students wishing to achieve a Degree or MBA in a flexible and modular basis, at their own convenience and timescale.
- ❖ international students aiming to achieve a world class professional qualification in business

### **Course Structure**

All four subjects must be passed.

NBM001	Introduction to Business
NBM095	Introduction to Quantitative Methods
NFA001	Introduction to Accounting
NBM002	Introduction to Business Communication

### **Duration**

The Course is for duration of 06 Months Full-time, with exams taken in June or December.

Each tutor led session per module would be of 3 hours duration, and there would be one class per module per week.

International students need to apply for Full-Time program with duration of more than 6 months and have to take a minimum of 4 modules per term. Full-time students have to attend 16 hours of tutor led classroom study each week and are required to spend atleast 8 hours in self-study and completing assignments, totalling to 24 hours of Guided Learning Hours per week.

### **Assessment**

The examinations of the ABE are set and marked externally. All subjects will be assessed by a written external examination of three hours duration.

ABE examinations are held twice a year in June and December. The dates are published in the journal Business Executive which is supplied free to all members four times a year.

The ABE has examination centres worldwide which are independent of any Institutions running the ABE programmes.

The Panel of Examiners and Moderators is drawn from the staff of UK Universities and industry and have direct experience of business life. The Examiners are instructed by the Education Committee.

Only registered students of the Association may sit for the examinations. Students should be aware of the closing dates for registration and examinations. This information can be obtained from the ABE office or from the College Examinations Office

On completion of each qualification, a scroll will be dispatched to the successful student as soon as possible. It is important that students retain this scroll.

The Method of Assessment for all ABE subjects is by written examination and the following Grades are awarded:

- Grade A - 70%+ Distinction
- Grade B - 55-69% Credit
- Grade C - 40-54% Pass
- Grade D - 30-39% Fail
- Grade E - 29% and below Fail

Candidates will be notified individually of their results normally about two months after the examinations.

## **ABE Registration**

Students wishing to register with the Association should complete a registration form and return it to the Registrar together with appropriate fees, copies of educational qualifications (in English) and details of relevant working experience where necessary. Any incomplete applications will be returned.

Examination fees are indicated on Examination Entry Forms. The annual subscription and other current fees are shown on the Fees list available from ABE.

Annual subscriptions fall due on the anniversary of the date of registration. An invoice will be sent direct to each student.

Students should be aware of the closing dates for registration and examinations as these are strictly adhered to.

## **Entry Requirements**

No formal qualifications are required but applicants must demonstrate competence in the English language by the attainment of one of the following (or equivalent):

1. British Council - Intermediate Certificate in English/Upper Advanced Certificate in English.
2. LCCI - English for Business (EFB) 1 st or 2nd level.  
Pitman/City & Guilds - English for Speakers of Other languages (ESOL)/English for Business Communications.
3. RSA (OCR) - English language Stage 2.  
Or
4. Confirmation by their college of equivalent standard in the use of English.

The decision of Council as to the suitability of the candidate shall be final.

\* All prospective students are advised to enrol with ABE at the commencement of their studies in order that their eligibility may be confirmed at that time.

## **Exemptions**

No exemption is granted from any subject in the Certificate examination.