



ABE Diploma in Business Administration

Course Code: NABE02

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 Diploma 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

The Diploma is divided into 2 parts:

Part 1:

All **four** subjects are compulsory

NBM202	Economics
NBM015	Organisational Behaviour
NFA002	Accounting
NBM003	Business Communication

Part 2:

The **four** compulsory papers are:

NMM002	Marketing
NBM096	Quantitative Methods
NHR012	Human Resource Management
NFA003	Managerial Accounting

Students must also pass **one** of the following options:

NBM007	Principles of Business Law
NIS043	Systems Analysis

* It is recommended that students sit the Diploma Part 1 examinations before attempting any subject in Diploma Part 2

Duration

The Course is for duration of 12 Months Full-time, with exams for each part taken in either June or December accordingly.

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

Diploma Part 1 and 2 papers are set and marked to the level of the **first year of a UK Business Studies degree** programme. The examinations 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.

Upon completion of Diploma Part 1, the successful student will be sent a scroll. Following passes in the nine requisite Diploma subjects above, the student will be awarded the Diploma in Business Administration.

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.

* It is recommended that students sit the Diploma Part 1 examinations before attempting any subject in Diploma Part 2.

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

Applicants should be recommended by two responsible persons. They must also have attained one of the following entry requirements:

1. ABE Certificate in Business Administration.
2. Two GCE 'A' levels together with four GCSE's at Grade C or above, including English language and Maths
3. BTEC National award in relevant subjects.
4. Three passes in LCCI Third level in relevant subjects.
5. Three passes in RSA examinations at least two of which must be at Stage 3.
6. Pitmans Qualifications - Three passes at level 3 in relevant subjects.
7. An 'Access' Certificate from a UK College of Further Education.
8. Any NCVQ approved qualifications at level 3 in relevant subjects.
9. Such overseas qualifications which following University of London guidelines may be accepted by the Registrar as being equivalent to the above.

In addition the ABE welcomes applications for student membership from intending Diploma candidates who, although not holding a formal entry qualification, have been in appropriate employment for at least two years. A reference letter from employers must accompany all such applications.

* 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

Exemptions from Diploma subjects (**up to a maximum of six subjects**) may be granted to holders of qualifications of certain other professional bodies, provided that such qualifications have been obtained by external examination.

Exemption applications must be supported by documentary evidence (in English) for assessment and accompanied by the current exemption fee. Any exemptions granted will be confirmed in writing.

No exemptions will be granted from any subject previously failed in the examinations of the Association.