

Advanced Diploma in Administration Management

IAM Advanced Diploma in Administrative Management This qualification is for individuals who want to use best practice tools and techniques to manage organisations. It enables individuals to work at a senior level, making and implementing strategic decisions.

ENTRY REQUIREMENTS:

The Advanced Diploma is open to anyone who has the IAM Diploma/4th level qualifications from the IAM or relevant other

Study Mode: Full time / Part time

Duration: 1 Year

Awarding Body: IAM

Start Date: Jan, May & Sept

FEE : £ 4200

YOU WILL LEARN HOW TO:

Use business models to design and implement effective systems
Understand and apply strategic decision making skills
Apply best practice in Human Resource Management
Use financial and project management tools
Manage finances and other resources

BENEFITS TO YOU:

- Operate comfortably and effectively at senior levels
- Use your knowledge and experience creatively to deliver organisational improvements
- Prove your ability to operate as a senior manager

GUIDED LEARNING HOURS:

The Advanced Diploma is open to anyone who has relevant Diploma level qualifications from the IAM or other bodies. The Diploma can normally be completed in 1 to 2 years, depending on the time individuals have available.

THE ADVANCED DIPLOMA IS MADE UP OF FIVE UNITS:

- Unit 1: Administrative Systems in the Organisation
- Unit 2: Strategic Issues in Administration
- Unit 3: Administrative Management of Resources
- Unit 4: Human Resource Management & Practice
- Unit 5: Case Study 2 or Project Report 2



ASSESSMENT

The units are assessed by a 3 hour closed book examination. The paper comprises of a choice of 4 questions from 8, designed to assess the depth and breadth of candidates' knowledge of the unit.

PROGRESSION

Students can progress from this qualification to the BA (Hons) Degree Programme. Successful completion of the Advanced Diploma entitles students to full membership of the IAM.

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Professional qualifications can boost your career prospects, whether you're retraining in a new field or you want to gain the skills that give you a competitive edge.

Livia Chaudhary

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WEST END CAMPUS

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