

Diploma in Administrative Management



IAM Diploma in Administrative Management
This qualification is for individuals who wish to develop their understanding and improve their management skills. It enables individuals to take a systematic approach to organisational and information management.

ENTRY REQUIREMENTS:

The Diploma is open to anyone who has at least 2 years relevant previous experience or Certificate level qualifications from the IAM or relevant other bodies.

Study Mode: Full time / Part time

Duration: 1 Year

Awarding Body: IAM

Start Date: Jan, May & Sept

FEE: £ 3900

YOU WILL LEARN HOW TO:

- Use the principles of Human Resource Management
- Apply new management tools and skills
- Use analytical tools to improve management decision making
- Organise and communicate with multiple teams
- Identify and implement change to systems and processes

BENEFITS TO YOU:

- Manage individuals, teams and projects effectively
- Take a leading role in identifying and implementing change for the better in your organisation
- Gain the theoretical and practical understanding required by senior managers

STUDY MODE: FULL TIME / PART TIME
GUIDED LEARNING HOURS:

The Diploma is open to anyone who has at least 2 years previous experience or relevant Certificate 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 AWARD IS MADE UP OF 5 UNITS:

- 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 or Project Report

ASSESSMENT

The units are assessed by a three hour unseen written paper comprising two sections A and B. Section A has eight compulsory short answer questions designed to test candidates knowledge and understanding of concepts and terminology. Section B has a choice of two questions from four designed to assess the candidates appreciation of the unit. A question will be set from each of the area Learning Syllabus.

The project report is assessed through a 3,000 - 4,000 word report to a senior manager.

CAREER PROGRESSION :

Completion of the Diploma leads to the Advanced Diploma in Administrative Management. Successful completion of the Diploma entitles students to associate member of the IAM.



WEST END CAMPUS

ADMISSIONS@WGCOLLEGE.CO.UK
INFO@WGCOLLEGE.CO.UK

213 NEW CITY ROAD,
GLASGOW, G4 9PA,
SCOTLAND

+44 (0) 141 332 1206