

COMPANY PROFILE

ACADEMY OF MANAGEMENT STUDIES

LONDON-UNITED KINGDOM

ACADEMY OF MANAGEMENT STUDIES-UK (COMPANY PROFILE)

BRIEF BACKGROUND ABOUT AMS-LONDON

Academy of Management Studies (AMS) is an educational management institution. Established in the latter part of **2005** two classrooms and two lecturers, the institution currently have a classroom capacity of more than ten (10) with a dozen of lecturers and support staff. The founders of the college had the vision of providing a better educational alternative particularly for international students, to help them realise their career dreams at an affordable cost with high quality of tuition resources.

The uniqueness about AMS is that all students are treated as partners and not clients/customers and this has created a positive conducive and congenial environment for all stakeholders in the institution.

LOCATION OF AMS

AMS is located in an attractive environment in Kilburn-London and centrally located to all the interesting locations in London, especially the famous Oxford Street which is just about 30 minutes by bus. The college is also near two tube lines namely Bakerloo (Kilburn Park) and Jubilee (Kilburn). There are several buses that ply the streets where AMS is located and getting there is very easy.

10 REASONS WHY YOU SHOULD JOIN AMS AND STUDY IN LONDON, UK

- 1) AMS have a unique system that enables international students from all parts of the globe to quickly adapt to the UK educational system and general life.
- 2) AMS have the best staff who will serve you with a smile no matter the circumstances. They are very accommodating and understand all your needs as an international student.

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- 3) AMS have a policy of preferential individual teaching; therefore we do not encourage large classes. You will have the opportunity to participate fully in the delivery of your lessons/lecture by being given the chance to be an active participant in the delivery process.

- 4) You will be assisted with customized support services in terms of accommodation; bank accounts opening; part-time job browsing; and other support services that will enable you to enjoy your life in the UK.

- 5) AMS lecturers are A* rated and their experiences and qualifications will give you all the guidance to help you get the best results in your exams and coursework preparations for a better future prospects.

- 6) AMS offers you the best support and assistance for 24 hours a day in your early days as an international student in the UK. We give you a special telephone contact number which you can call anytime you are in trouble and in need of assistance. No institution offers such service in the UK except AMS.

- 7) AMS offers you the opportunity to become a partner by becoming an ambassador of the College and witnessing to other potential partners to become part of the AMS dream. Your efforts will intrinsically and extrinsically be rewarded because you will have an inner satisfaction and your tuition fees will be discounted.

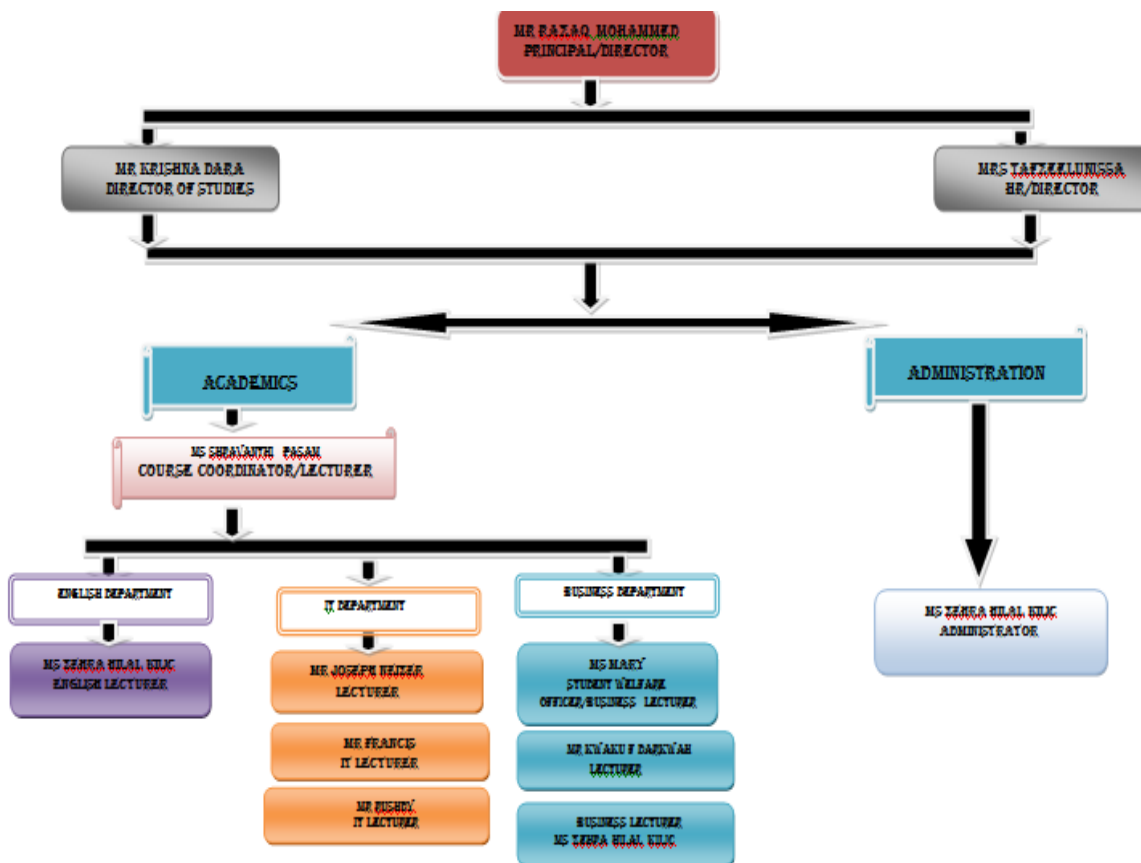
- 8) AMS has a special team of counselors and career advisors dedicated specially for you. As a student, you need to have professional and academic advice on what is best for your future.

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- 9) AMS is one of the few private institutions where the opinion and suggestions of students count. The suggestions you will offer the College will be a matter of priority and if approved by the Executive council you will be proud of your efforts.
- 10) AMS offers you the chance to communicate with your family; friends; and loved ones via our fully refurbished ICT centre with more than 20 computers fully networked with internet.

JOIN AMS NOW AND BE PROUD YOU DID!!!

AMS ORGANISATIONAL STRUCTURE



COURSES OFFERED BY AMS

ACCA - Association of Chartered Certified Accountant

Established in 1904, the ACCA has students and members in 170 countries, and its popularity is endorsed by more than 260,000 students currently training towards the qualification. The combination of high quality exams and training flexibility are attractive to training managers, and ensure that qualified ACCAs are well equipped to deal with the demands of the financial, corporate and public sector markets.

The ACCA professional qualification has become a global benchmark of accounting excellence. Its rigorous exam syllabus ensures technical competence in a range of key commercial subjects and with increased emphasis on ethical awareness and practical experience; it ensures that successful candidates have the skills toolkit to address modern business needs.

Course Structure:

Fundamentals - 2 Academic Years

Knowledge - 3 papers

- F1 AB Accountant in Business
- F2 MA Management Accounting
- F3 FA Financial Accounting

Skills - 6 papers

- F4 CL Corporate and Business Law
- F5 PM Performance Management
- F6 TX Taxation
- F7 FR Financial Reporting (UK or International)
- F8 AA Audit & Assurance (UK or International)
- F9 FM Financial Management

Professional - 1 Academic Year

Essentials - 3 papers

- P1 PA Professional Accountant
- P2 CR Corporate Reporting (UK or International)
- P3 BA Business Analysis

Options - 2 papers from 4

- P4 AFM Advanced Financial Management
- P5 APM Advanced Performance Management
- P6 ATX Advanced Taxation
- P7 AAA Advanced Audit & Assurance (UK or International)

Assessment:

ACCA exams are held twice a year - June and December.

Awarding Body: ACCA

Progression Route:

In today's competitive market, it is important to showcase continuous development, enhancing both your skills and employability. Employers are looking for the highest standards and skills available and your ability to demonstrate proactive progression will help to put you ahead of the competition.

We believe that not only is ongoing learning and development essential for all ACCA members, but it is also the best route to career development and progression. All members are required to undertake relevant CPD to ensure that they maintain and develop the knowledge and skills needed to succeed in today's dynamic and demanding business environment.

To find out more about CPD and what counts as CPD please visit our CPD web area. We also have an E-learning Gateway which provides a suite of online learning products available directly from ACCA and our expert partners.

Accountancy and Finance candidates are always viewed as valuable assets to organizations and as such, have been able to command high salaries that match the hard work and dedication that it takes for them to reach membership status. In such a turbulent climate not only is gaining employment an added pressure, but it is proving more difficult to measure what salary is the right salary for your occupation and level of experience and expertise?

High quality, skilled candidates with rounded business knowledge are still in high demand. Accountants need to ensure that they are able to provide forward-looking analysis, good communication and business skills as well as an ability to work with non-finance departments. Talented professionals are in demand, and as such, if you are able to fill the skills gap, then you can expect to command a respectable financial remuneration. This section will provide in future, valuable insight on salary and remuneration for accountants to assist you in benchmarking your value.

MINIMUM ENTRY REQUIREMENTS

- two A Levels and three GCSEs or equivalent in five separate subjects, including English and Mathematics.
- full information on the minimum entrance criteria for each country is available in the 'related documents' section.

MATURE STUDENT ENTRY ROUTE (MSER)

- normally over age 21
- no academic qualifications required
- must pass the equivalent of Papers F2, Management Accounting and F3, Financial Accounting within two years before further progression to the ACCA exams is permitted.

GRADUATE-ENTRY ROUTE

- relevant degree holders from ACCA-accredited institutions may be exempted from all nine exams within the Fundamentals level and register directly at the Professional level. Degrees with some relevance may also qualify for exemptions.

ACCESS TO ACCA VIA CAT QUALIFICATION

- no academic qualifications required
- sit Certified Accounting Technician (CAT) qualification first and then transfer to the Skills module of the ACCA Qualification by claiming exemption from the first three papers in the Knowledge module.

Study Mode: Full Time Mode /Part Time Mode

Duration: 2 Years (FT)

EDEXCEL

BTEC HND in Business Management

Course Structure

The Edexcel BTEC HND (Level 5) in Business is a qualification with a minimum of 240 credits of which 125 are mandatory core. As a nested qualification the BTEC HND Year1 (Level 4) is an embedded component of the BTEC HND.

BTEC HND Year 1(Level 4) in Business Management

The Edexcel BTEC HND Year 1 in Business is a qualification with a minimum of 120 credits of which 60 are mandatory core. It provides a specialist work-related programme of study that covers the key knowledge, understanding and practical skills required in the business sector and also offers particular specialist emphasis through the choice of specialist units. It provides a nationally recognised qualification offering career progression and professional development for those already in employment and opportunities to progress into higher education.

Core units (Semester 1)

- Marketing Principles
- Managing Financial Resources and Decisions
- Organisations and Behaviour
- Business Environment

Specialist units (Semester 2)

- Business Decision Making
- Business Strategy
- Personal and Professional Development
- Managing Communications, Knowledge and Information

BTEC HND Year 2(Level 5) in Business

The Edexcel BTEC HND Year 2 (Level 5) in Business is a qualification with a minimum of 240 credits of which 125 are mandatory core. It provides greater breadth and specialisation than the Edexcel BTEC HND Year 1. The Edexcel BTEC HND year 2 in Business provides opportunities for learners to apply their knowledge and practical skills in the workplace. The qualification prepares learners for employment in the business sector and will be suitable for learners who have already decided that they wish to enter this area of work.

Core units (Semester 3)

- Working with and Leading People
- Managing Business Activities to Achieve Results
- Small Business Enterprise
- Operations Management in Business

Specialist units (Semester 4)

- Aspects of Contract and Negligence for Business
- Project Management for Business
- Employability Skills
- Research Project

Progression Route:

Learners studying the Edexcel BTEC HND year 1 will be able to progress onto the HND year 2, which allows more specialization; this then allows progression to degrees in business subjects.

Learners studying the Edexcel BTEC HND year 2 will be able to progress to a degree in business or one of its specialist areas. Progression from this qualification may well be into or within employment in the business sector where learners may work towards membership of a professional body.

Assessment

The course is assessed by end of term assignments. Each unit is internally assessed and graded by qualified Tutors / Assessors and Internal Verifiers. The final assessment is done by an Edexcel External Examiner. Grades awarded are Pass, Merit and Distinction.

Awarding Body: Edexcel

Entry Requirements

1. An AVCE/GNVQ in an appropriate vocational area.
2. A GCE A Level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at level A-C.
3. Other related Level 3 qualification.
4. An Access to Higher Education Certificate.
5. Foundation Certificate.
6. Related work experience.
7. More mature learners may present a more varied profile of achievement that is likely to include extensive work experience. (Paid and/or unpaid) an /or achievement of a range of professional qualifications in their work sector.
8. An equivalent foreign qualification.

9. International students: TOEFL: 213/550/70 or IELTS: 5.5/6.0 or Cambridge Advanced Certificate: Pass or Cambridge Proficiency Certificate: Pass or equivalent or TOEIC: 785.

Study Mode: Full Time Mode

Duration: 2 Years

EDEXCEL

BTEC HND in Computing and System Development

Course Structure

The BTEC HND in computing is achieved after the successful completion of the BTEC HND Year 1 and Year 2. It is a practical and vocational programme leading to an excellent understanding of the basic principles of computing required for developing business applications and solutions. The fundamentals include learning about computers and their makeup, the basics of creating and writing software, learning how to capture user requirements and design solutions, be they business applications or website design, using structured and pragmatic methods. Candidates will be taught techniques of designing and creating databases, which account for a large portion of Global Information Systems. They will also learn about the background and developments in the converging technologies of ICT, Wireless, and Mobile systems.

BTEC HND Year 1(Level 4) in Computing (General)

This is the first year of the BTEC HND (Higher National Diploma) in Computing and is a 10-unit course of which four are core units and two are specialist units block A. The remaining four units must be taken from the list of specialist units block B.

Core units (Semester 1)

- Business Skills for e-commerce (15 Credits)
- Computer Systems (15 Credits)
- Database design Concepts (15 Credits)
- Website Design (15 Credits)

Specialist units (Semester 2)

- E-commerce Technologies (15 credits)
- Object Oriented Programming (15 Credits)
- Data Structures and Algorithms (15 Credits)
- Employability and Professional Development (15 credits)

BTEC HND Year 2(Level 5) in Computing (General)

The Edexcel BTEC HND Year 2 (Level 5) in **Computing (General)** is a qualification with a minimum of 240 credits of which 125 are mandatory core. It provides greater breadth and specialisation than the Edexcel BTEC HND Year 1. The Edexcel BTEC HND year 2 in **Computing (General)** provides opportunities for learners to apply their knowledge and practical skills in the workplace. The qualification prepares learners for employment in the marketing sector and will be suitable for learners who have already decided that they wish to enter this area of work.

Core units (Semester 3)

- E-commerce Strategy (15 Credits)
- Programming in .NET (15 Credits)
- Data Analysis and Design (15 Credits)
- Web Applications Development (15 Credits)

Specialist units (Semester 4)

- Internet Server Management (15 Credits)
- IT Security Management (15 Credits)
- Information Systems in Organisations (15 credits)
- Project Design, Implementation and Evaluation (20 Credits)

Progression Route:

Learners studying the Edexcel BTEC HND year 1 will be able to progress onto the HND year 2, which allows more specialization; this then allows progression to degrees in **Computing** subjects.

Learners studying the Edexcel BTEC HND year 2 will be able to progress to a degree in **Computing** or one of its specialist areas. Progression from this qualification may well be into or within employment in the business sector where learners may work towards membership of a professional body.

Assessment

The course is assessed by end of term assignments. Each unit is internally assessed and graded by qualified Tutors / Assessors and Internal Verifiers. The final assessment is done by an Edexcel External Examiner. Grades awarded are Pass, Merit and Distinction.

Awarding Body: Edexcel

Entry Requirements

1. An AVCE/GNVQ in an appropriate vocational area.
2. A GCE A Level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at level A-C.
3. Other related Level 3 qualification.
4. An Access to Higher Education Certificate.
5. Foundation Certificate.
6. Related work experience.
7. More mature learners may present a more varied profile of achievement that is likely to include extensive work experience. (Paid and/or unpaid) and/or achievement of a range of professional qualifications in their work sector.
8. An equivalent foreign qualification.

9. International students: TOEFL: 213/550/70 or IELTS: 5.5/6.0 or Cambridge Advanced Certificate: Pass or Cambridge Proficiency Certificate: Pass or equivalent or TOEIC: 785.

Study Mode: Full Time Mode

Duration: 2 Years

EDEXCEL

BTEC HND in Business (Human Resource Management)

Course Structure

The Edexcel BTEC HND (Level 5) in **Business (Human Resource Management)** is a qualification with a minimum of 240 credits of which 125 are mandatory core. As a nested qualification the BTEC HND Year1 (Level 4) is an embedded component of the BTEC HND.

BTEC HND Year 1(Level 4) in Business (Human Resource Management)

The Edexcel BTEC HND Year 1 in **Business (Human Resource Management)** is a qualification with a minimum of 120 credits of which 60 are mandatory core. It provides a specialist work-related programme of study that covers the key knowledge, understanding and practical skills required in the **Business (Human Resource Management)** sector and also offers particular specialist emphasis through the choice of specialist units. It provides a nationally recognised qualification offering career progression and professional development for those already in employment and opportunities to progress into higher education.

Core units (Semester 1)

- Marketing Principles
- Managing Financial Resources and Decisions
- Organisations and Behaviour
- Business Environment

Specialist units (Semester 2)

- Business Decision Making
- Business Strategy
- Human Resource Management
- Employee Relations

BTEC HND Year 2(Level 5) in Business (Human Resource Management)

The Edexcel BTEC HND Year 2 (Level 5) in **Business (Human Resource Management)** is a qualification with a minimum of 240 credits of which 125 are mandatory core. It provides greater breadth and specialisation than the Edexcel BTEC HND Year 1. The Edexcel BTEC HND year 2 in **Business (Human Resource Management)** provides opportunities for learners to apply their knowledge and practical skills in the workplace. The qualification prepares learners for employment in the marketing sector and will be suitable for learners who have already decided that they wish to enter this area of work.

Core units (Semester 3)

- Managing Human Resources
- Business Work experience
- Employability Skills
- Operations Management in Business

Specialist units (Semester 4)

- Aspects of Contract and Negligence for Business
- Human Resource Development
- Project Management for Business
- Research Project`

Progression Route:

Learners studying the Edexcel BTEC HND year 1 will be able to progress onto the HND year 2, which allows more specialization; this then allows progression to degrees in **Human Resource Management** subjects.

Learners studying the Edexcel BTEC HND year 2 will be able to progress to a degree in **Human Resource Management** or one of its specialist areas. Progression from this qualification may well be into or within

employment in the business sector where learners may work towards membership of a professional body.

Assessment

The course is assessed by end of term assignments. Each unit is internally assessed and graded by qualified Tutors / Assessors and Internal Verifiers. The final assessment is done by an Edexcel External Examiner. Grades awarded are Pass, Merit and Distinction.

Awarding Body: Edexcel

Entry Requirements

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1. An AVCE/GNVQ in an appropriate vocational area.
2. A GCE A Level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at level A-C.
3. Other related Level 3 qualification.
4. An Access to Higher Education Certificate.
5. Foundation Certificate.
6. Related work experience.
7. More mature learners may present a more varied profile of achievement that is likely to include extensive work experience. (paid and/or unpaid) an/or achievement of a range of professional qualifications in their work sector.
8. An equivalent foreign qualification.
9. International students: TOEFL: 213/550/70 or IELTS: 5.5/6.0 or Cambridge Advanced Certificate: Pass or Cambridge Proficiency Certificate: Pass or equivalent or TOEIC: 785.

Study Mode: Full Time Mode

Duration: 2 Years

EDEXCEL

BTEC HND in Business (Information Technology)

Course Structure

The Edexcel BTEC HND (Level 5) in **Business (Information Technology)** is a qualification with a minimum of 240 credits of which 125 are mandatory core. As a nested qualification the BTEC HND Year1 (Level 4) is an embedded component of the BTEC HND.

BTEC HND Year 1(Level 4) in Business (Information Technology)

The Edexcel BTEC HND Year 1 in **Business (Information Technology)** is a qualification with a minimum of 120 credits of which 60 are mandatory core. It provides a specialist work-related programme of study that covers the key knowledge, understanding and practical skills required in the **Business (Information Technology)** sector and also offers particular specialist emphasis through the choice of specialist units. It provides a nationally recognised qualification offering career progression and professional development for those already in employment and opportunities to progress into higher education.

Core units (Semester 1)

- Marketing Principles
- Managing Financial Resources and Decisions
- Organisations and Behaviour
- Business Environment
- Business Decision Making
- Business Strategy
- Personal and Professional Development
- Managing Communications, Knowledge and Information

Specialist units (Semester 2)

BTEC HND Year 2(Level 5) in Business (Information Technology)

The Edexcel BTEC HND Year 2 (Level 5) in **Business (Information Technology)** is a qualification with a minimum of 240 credits of which 125 are mandatory core. It provides greater breadth and specialisation than the Edexcel BTEC HND Year 1. The Edexcel BTEC HND year 2 in **Business (Information Technology)** provides opportunities for learners to apply their knowledge and practical skills in the workplace. The qualification prepares learners for employment in the marketing sector and will be

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suitable for learners who have already decided that they wish to enter this area of work.

Core units (Semester 3)

- Working with and Leading People
- Managing Business Activities to Achieve Results
- Internet Marketing
- E-Business Operations

Specialist units (Semester 4)

- Research Project

- Aspects of Contract and Negligence for Business
- The Internet and E-Business
- Project Management for Business

Progression Route:

Learners studying the Edexcel BTEC HND year 1 will be able to progress onto the HND year 2, which allows more specialization; this then allows progression to degrees in **Information Technology** subjects.

Learners studying the Edexcel BTEC HND year 2 will be able to progress to a degree in **Information Technology** or one of its specialist areas. Progression from this qualification may well be into or within employment in the business sector where learners may work towards membership of a professional body.

Assessment

The course is assessed by end of term assignments. Each unit is internally assessed and graded by qualified Tutors / Assessors and Internal Verifiers. The final assessment is done by an Edexcel External Examiner. Grades awarded are Pass, Merit and Distinction.

Awarding Body: Edexcel

Entry Requirements

1. An AVCE/GNVQ in an appropriate vocational area.
2. A GCE A Level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at level A-C.
3. Other related Level 3 qualification.
4. An Access to Higher Education Certificate.
5. Foundation Certificate.
6. Related work experience.
7. More mature learners may present a more varied profile of achievement that is likely to include extensive work experience. (paid and/or unpaid) an/or achievement of a range of professional qualifications in their work sector.
8. An equivalent foreign qualification.

9. International students: TOEFL: 213/550/70 or IELTS: 5.5/6.0 or Cambridge Advanced Certificate: Pass or Cambridge Proficiency Certificate: Pass or equivalent or TOEIC: 785.

Study Mode: Full Time Mode

Duration: 2 Years

EDEXCEL

BTEC HND in Business (Marketing)

Course Structure

The Edexcel BTEC HND (Level 5) in **Business (Marketing)** is a qualification with a minimum of 240 credits of which 125 are mandatory core. As a nested qualification the BTEC HND Year1 (Level 4) is an embedded component of the BTEC HND.

BTEC HND Year 1(Level 4) in Marketing

The Edexcel BTEC HND Year 1 in **Business (Marketing)** is a qualification with a minimum of 120 credits of which 60 are mandatory core. It provides a specialist work-related programme of study that covers the key knowledge, understanding and practical skills required in the **Business (Marketing)** sector and also offers particular specialist emphasis through the choice of specialist units. It provides a nationally recognised qualification offering career progression and professional development for those already in employment and opportunities to progress into higher education.

Core units (Semester 1)

- Marketing Principles
- Managing Financial Resources and Decisions
- Organisations and Behaviour
- Business Environment
- Business Decision Making
- Business Strategy
- Marketing Intelligence
- Advertising and Promotion in Business

Specialist units (Semester 2)

BTEC HND Year 2(Level 5) in Business (Marketing)

The Edexcel BTEC HND Year 2 (Level 5) in **Business (Marketing)** is a qualification with a minimum of 240 credits of which 125 are mandatory core. It provides greater

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breadth and specialisation than the Edexcel BTEC HND Year 1. The Edexcel BTEC HND year 2 in **Business (Marketing)** provides opportunities for learners to apply their knowledge and practical skills in the workplace. The qualification prepares learners for employment in the marketing sector and will be suitable for learners who have already decided that they wish to enter this area of work.

Core units (Semester 3)

- Marketing Planning
- Internet Marketing
- Sales Planning and Operations
- Contemporary issues in Marketing Management

Specialist units (Semester 4)

- Research Project
- Aspects of Contract and Negligence for Business
- Project Management for Business
- Small Business Enterprise

Progression Route:

Learners studying the Edexcel BTEC HND year 1 will be able to progress onto the HND year 2, which allows more specialization; this then allows progression to degrees in **Marketing** subjects.

Learners studying the Edexcel BTEC HND year 2 will be able to progress to a degree in **Marketing** or one of its specialist areas. Progression from this qualification may well be into or within employment in the business sector where learners may work towards membership of a professional body.

Assessment

The course is assessed by end of term exams and assignments. Each unit is internally assessed and graded by qualified Tutors / Assessors and Internal Verifiers. The final assessment is done by an Edexcel External Examiner. Grades awarded are Pass, Merit and Distinction.

Awarding Body: Edexcel

Entry Requirements

1. An AVCE/GNVQ in an appropriate vocational area.
2. A GCE A Level profile which demonstrates strong performance in a relevant subject or an adequate performance in more than one GCE subject. This profile is likely to be supported by GCSE grades at level A-C.
3. Other related Level 3 qualification.
4. An Access to Higher Education Certificate.
5. Foundation Certificate.
6. Related work experience.
7. More mature learners may present a more varied profile of achievement that is likely to include extensive work experience. (paid and/or unpaid) a/or achievement of a range of professional qualifications in their work sector.
8. An equivalent foreign qualification.
9. International students: TOEFL: 213/550/70 or IELTS: 5.5/6.0 or Cambridge Advanced Certificate: Pass or Cambridge Proficiency Certificate: Pass or equivalent or TOEIC: 785.

Study Mode: Full Time Mode

Duration: 2 Years

ASSOCIATION OF BUSINESS EXECUTIVES (ABE)

Business Management Programme Structure:

The Business Management programme is a professional course to prepare you for a career in business, or to give you advanced entry onto professional qualifications and university degrees in the UK and other countries.

The Business Management Programme is offered at Diploma and Advanced Diploma level. The subjects and requirements for each level are indicated below.

Diploma 1:

- Organisational Behaviour
- Financial Accounting
- Economic Principles and their Application to Business
- Quantitative Methods for Business and Management

Diploma 2:

Three Compulsory subjects:

- Human Resource Management.

- Marketing Policy , Planning and Communication.
- Management in Action.

Plus two from:

- Systems Analysis and Design.
- Managerial Accounting.
- Principles of Business Law.
- Concepts and Principles of Islamic Economics.

Advanced Diploma:

Three Compulsory subjects:

- Corporate Strategy and Planning.
- Managing in Organisations.
- International Business Case Study.

Plus two from the following options:

- Strategic Marketing Management.
- Strategic Human Resource Management for Business Organisation.
- Corporate Finance.
- Managing the Information Resource.

- Islamic Finance.

Business Information Systems Programme Structure:

Companies now seek business professionals who are comfortable using a range of IT applications, and can communicate confidently with their IT colleagues.

Holders of ABE's Business Information Systems qualifications have a firm grounding in key IT and business skills that enable them to build bridges between technology and business practice.

Diploma part 1:

- Computer Fundamentals
- Computer Applications in Business and Finance
- Principles of Programming

A choice of either

- Organisational Behavior or
- Financial Accounting

Diploma part 2:

- Computer Networking
- Systems Analysis and Design

- Information Systems Project Management

A choice of two from

- Human Resource Management, Marketing Policy, Planning and Communication, Managerial Accounting or
- Quantitative Methods for Business and Management

Advanced Diploma:

- Contemporary Application Development Methods
- Internet Systems Development
- Relational Database Applications in Business
- Information Systems Strategic Management

A choice of either

- Strategic HRM for Business Organisation
- Managing in Organisations,
- Strategic Marketing Management
- Corporate Finance

Entry Requirements

Diploma:

Applicants must have obtained one of the following:

- ABE Certificate
- Two "A" Level passes plus four GCSE passes at Grade A, B or C, two of which must be English and Maths
- Overseas qualifications which may be accepted by the Registrar as being equivalent to the above
- ABE also welcomes applications from candidates without formal qualifications who have been in appropriate employment for at least two years. A reference letter from employer(s) must accompany such applications.

Registration Fee: £50 (GBP50) for all programmes except Financial Management

Registration Fee: £60 (GBP60) for Financial Management

Advanced Diploma:

Applicants must have obtained one of the following:

- ABE Diploma
- A UK Honours Degree or Overseas equivalent
- Other recognised qualifications of approved Overseas Institutes of Higher Education

Registration Fee: £150 (GBP150) for all programmes, including Financial Management

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

Progression Route:

- Successful completion of Diploma Part1 enables you to apply for Diploma Part2.
- Successful completion of Diploma Part2 enables you to apply for Advance Diploma.
- Successful completion of Advance Diploma enables you to apply for any third year degree Level UK universities.

Study Mode: Full Time Mode

Duration: 12 Months

Awarding Body: Association of Business Executives (ABE)

Exam Structure: Examinations are held twice a year - June & December

ASSOCIATION OF BUSINESS EXECUTIVES **(ABE)**

Human Resource Management Programme Structure:

At present demand for trained and qualified HR professionals is outstripping supply. Students who complete our HRM programme will have the opportunity to advance to the final stages of a degree

and will find their skills fit for a professional setting.

Diploma 1:

- Organisational Behaviour
- Human Resource Management

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- Economic Principles and their Application to Business
- Human Resource Development

Diploma 2:

Four Compulsory subjects:

- Employment Relations
- People Planning and Resourcing
- Personnel Information Systems
- HRM in Action

Plus either from:

- *Principles of Business Law or*

- *Quantitative Methods for Business and Management*

Advanced Diploma:

- Corporate Strategy and Planning.
- Managing in Organisations.
- Performance Management and Reward
- Strategic Human Resource Management for Business Organisation.
- Managing Organisational Change and Development.

Marketing Programme Structure:

Marketing programme allows you to specialise in a dynamic and creative area that can have a great impact on the bottom line of a company. Students completing the programme will have the opportunity to progress to the final stages of a degree and will benefit from enhanced career prospects.

Diploma part 1:

- Economic Principles and their Application to Business.
- Organizational Behaviour
- Quantitative Methods for Business and Management.

.Principles of Marketing

impact on the bottom line of a company.

Diploma part 2:

- Marketing Policy, Planning and Communication
- Marketing Information Systems
- Marketing in Action

A choice of two from

- Principles of Business Law,
- Human Resource Management or
- Systems Analysis and Design

Advanced Diploma:

- Corporate Strategy and Planning
- Strategic Marketing Management
- International Marketing
- Contemporary Issues in Marketing
- Integrated Marketing Communications

Entry Requirements

Diploma:

Applicants must have obtained one of the following:

- ABE Certificate
- Two "A" Level passes plus four GCSE passes at Grade A, B or C, two of which must be English and Maths
- Overseas qualifications which may be accepted by the Registrar as being equivalent to the above
- ABE also welcomes applications from candidates without formal qualifications who have been in appropriate employment for at least two years. A reference letter from employer(s) must accompany such applications.

Registration Fee: £50 (GBP50) for all programmes except Financial Management

Registration Fee: £60 (GBP60) for Financial Management

Advanced Diploma:

Applicants must have obtained one of the following:

- ABE Diploma
- A UK Honours Degree or Overseas equivalent
- Other recognised qualifications of approved Overseas Institutes of Higher Education

Registration Fee: £150 (GBP150) for all programmes, including Financial Management

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

ACADEMY OF MANAGEMENT STUDIES-UK (COMPANY PROFILE)

Progression Route:

- Successful completion of Diploma Part 1 enables you to apply for Diploma Part2.
- Successful completion of Diploma Part 2 enables you to apply for Advance Diploma.
- Successful completion of Advance Diploma enables you to apply for any third year degree Level UK universities.

Study Mode: Full Time Mode

Duration: 12 Months

Course Time: 12 Months

Awarding Body: Association of Business Executives (ABE)

Exam Structure: Examinations are held twice a year - June & December

ASSOCIATION OF BUSINESS EXECUTIVES **(ABE)**

Financial Management Programme Structure:

Students completing the programme will have the opportunity to progress to the final stage of a degree and will benefit from enhanced career prospects. Around the world financial best practice is increasingly regulated and the new Financial Management

Certificate developed in partnership with 'IAB qualifications for business' provides students with the knowledge needed to communicate effectively in a business and financial context.

Diploma part 1:

- The Business Environment
- Financial Accounting
- Managerial Accounting
- Organisational Behaviour

Diploma part 2:

- Financial Management
- Systems Management and Internal Financial Controls

- Financial and Business Planning in a Global Context
- Project Operations and Quality Management

Plus one from:

- Entrepreneurship
- Marketing Policy, Planning and Communication
- Human Resource Management
- Concepts and Principles of Islamic Economics

Travel, Tourism and Hospitality Management Programme Structure

Tourism is the world's largest industry with revenues of over \$500 billion. Our qualification links business principles with sector expertise. Students holding this qualification will be confident in applying key business and management concepts in this growing sector.

Diploma part 1:

- Financial Accounting
- Economic Principles and their Application to Business
- Organisational Behaviour
- Travel, Tourism and Hospitality

Diploma part 2:

- Marketing Policy, Planning and Communication
- Human Resource Management

- Travel, Tourism and Hospitality Operations Management

Plus two from:

- IT in Hospitality and Tourism Operations,
- Customer Service Skills,
- Managerial Accounting and/or
- Principles of Business Law

Advanced Diploma:

- Strategic Hospitality Management
- International Travel, Tourism and Hospitality
- Sustainable Tourism, Planning and Development

Plus two from

- Managing in Organisations

- Strategic Human Resource
- Management for Business Organisation,
- Strategic Marketing
- Management and/or
- Managing the Information Resource.

Entry Requirements

Diploma:

Applicants must have obtained one of the following:

- ABE Certificate
- Two "A" Level passes plus four GCSE passes at Grade A, B or C, two of which must be English and Maths
- Overseas qualifications which may be accepted by the Registrar as being equivalent to the above
- ABE also welcomes applications from candidates without formal qualifications who have been in appropriate employment for at least two years. A reference letter from employer(s) must accompany such applications.

Registration Fee: £50 (GBP50) for all programmes except Financial Management

Registration Fee: £60 (GBP60) for Financial Management

Advanced Diploma:

Applicants must have obtained one of the following:

- ABE Diploma
- A UK Honours Degree or Overseas equivalent
- Other recognised qualifications of approved Overseas

Institutes of Higher Education

Registration Fee: £150 (GBP150) for all programmes, including Financial Management

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

ACADEMY OF MANAGEMENT STUDIES-UK (COMPANY PROFILE)

Progression Route:

- Successful completion of Diploma Part 1 enables you to apply for Diploma Part2.
- Successful completion of Diploma Part 2 enables you to apply for Advance Diploma.
- Successful completion of Advance Diploma enables you to apply for any third year degree Level UK universities.

Study Mode: Full Time Mode

Duration: 12 Months

Course Time: 12 Months

Awarding Body: Association of Business Executives (ABE)

Exam Structure: Examinations are held twice a year - June & December

Post Graduate Diploma in Business Management Program Structure:

ABE has recently launched Post Graduate Diploma in Business Management. On successful completion of the course, students have an opportunity to pursue higher studies from any of the UK universities. Courses such as Masters in Business Management or MBA (two years work experience required).

➤ **Subjects**

- 1) Strategic Business Management and Planning
- 2) Organisational Resource Management
- 3) Management of Financial Resources and Performance
- 4) Leadership and Change Management
- 5) Corporate Management in Action (integrative case study assessment)

Awarding Body : Association of Business Executives (ABE)

Exam Structure : Examinations are held twice a year, June & December

Assessment

Each unit requires two pieces of assessed work which carry equal weighting:

- an examination (marked externally by ABE); and
- an assignment (marked internally by the college or Business Education Associates and moderated by ABE)

Progression Route:

Students who successfully completed PGDBM can pursue second semester of MBA from any of the universities in UK.

Entry Requirements:

A student must fulfill at least one of the following criteria to be allowed entry to the programme:

- Possession of the ABE's Advanced Diploma in Business Management or Business Administration*
- Possession of an ABE Advanced Diploma in another subject* (subject to further study requirements, contact registration@abeuk.com)
- Possession of an honours degree in a related subject
- Possession of a level 6 qualification from another internationally recognised awarding body
- Five years senior management experience

Institute for Management of Information Systems (IMIS)

Professional Diploma in Management Information Systems

INTRODUCTION

The Institute for the Management of Information Systems is the leading independent professional association for both users and developers of today's information technologies. IMIS is known for its focus on the practical issues involved in the application and management of information and communication technologies. These issues are now moving into the forefront of public awareness and debate, demonstrating the importance of the work of the Institute and its members. The IMIS Examination Syllabus, established in 1978 and unaffiliated with any vendor or industry body, leads to one of the most highly sought after and respected IS professional qualifications in over 50 countries around the world.

Subjects:

- Information System Practice (D21)
- Business Fundamentals (D22)
- Communications and Business Technology (D23)
- Programming and Web Applications (D24)**
- Business Information Systems (D25)
- Information System Building (D26)

Awarding Body-IMIS

Exam Structure-Examinations are held twice a year, June & December

Entry Requirements

- Successful completion of the Foundation Diploma level examinations.
- GCSE (or equivalent) with passes in 4 subjects, including Mathematics and English at grades C and above (or equivalent).
- Candidates of 21 years of age and over with two years work experience relevant to computing or a related field will also be eligible. An employer reference will be required.
- Candidates of 19 years of age and over may be admitted on receipt of a letter, from the college where the student is registered to study for IMIS qualifications, attesting to their suitability to study at this level.

Qualification you will achieve

Successful completion of Professional Diploma enables you to apply for Higher Diploma.

Teaching Methods

A mixture of lectures, seminars, tutorials and workshops are used. There are group based assessment activities as well as more traditional reports, essays and examinations. Guest speakers and educational visits will add variety and interest to the course.

Membership Fee: £ 30 *

Course Application: £ 36 (Yearly Fee) *

Examination Fee: £ 23 per subject *

* The above mentioned fees might vary, please check IMIS website (www.imis.org.uk) or contact AMS.

Study Mode: Full Time Mode

Duration: 12 Months

Professional Higher Diploma in Management Information Systems

INTRODUCTION

The Institute for the Management of Information Systems is the leading independent professional association for both users and developers of today's information technologies. IMIS is known for its focus on the practical issues involved in the application and management of information and communication technologies. These issues are now moving into the forefront of public awareness and debate, demonstrating the importance of the work of the Institute and its members. The IMIS Examination Syllabus, established in 1978 and unaffiliated with any vendor or industry body, leads to one of the most highly sought after and respected IS professional qualifications in over 50 countries around the world.

Course Structure

- Management Information Systems (H31)
- Information Systems Strategy (H32)
- Contemporary Information Systems Development (H33)
- Database Development (H34)
- Project Management (H35)
- Business Information Systems Project (H36)

Awarding Body-IMIS

Exam Structure-Examinations are held twice a year, June & December

Entry Requirements

- Successful completion of the Diploma level examinations.
- BTEC National Certificate/Diploma in Computing.
- BTEC National Certificate/Diploma in a related subject with a significant computing element.
- GCSE (or equivalent) with passes in 5 subjects including Mathematics and English.

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◆A◆Level in a computing subject and one other ◆A◆Level. Two passes at ◆AS◆ level may be considered in place of one ◆A◆level pass.

-Other appropriate educational qualifications deemed equivalent to the IMIS Diploma level examinations.

-Candidates that are 21 years of age or over with four years◆appropriate work experience relevant to computing or a related field may also be considered.

Membership Fee: £ 30

Course Application:£ 36 Yearly Fee

Examination Fee:£ 30 per subject

The above mentioned fees might vary, please check IMIS website (www.imis.org.uk) or contact AMS.

Teaching Methods

A mixture of lectures, seminars, tutorials and workshops are used. There are group based assessment activities as well as more traditional reports, essays and examinations. Guest speakers and educational visits will add variety and interest to the course.

Study Mode: Full Time Mode

Duration:12 Months

British Computer Society (BCS)

Diploma in IT (DIT)

INTRODUCTION

The Diploma in IT level (incorporating Diploma project) of BCS Professional Examinations is the academic equivalent to Year 2 of UK University honors degree and is recognised by the Qualifications and Curriculum Authority (QCA) as Level 5. This is a full time course. The students are required to attend lectures and tutorials for at least 18-21 hours per week. Final examination assessments are based on assignments and unseen written examinations.

Subjects

- Professional Issues in Information Systems Practice (Core Module)
- Computer Networks
- Database Systems
- IT'S Project Management
- Object Orientated Programming
- Systems Analysis
- Principles of Internet Technologies
- IT Service Engineering 1

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- Systems Design
- Principles of User Interface Design

Awarding Body-British Computer Society (BCS)

Exam Structure-Examination sittings are held twice a year in October and April

Entry Requirements

Diploma

- A Levels or Equivalent and at least 19 years old.
- IELTS 6.0(Academic Version)

Qualification you will achieve

Completion of the Diploma examination level means you are eligible to apply for BCS Membership (MBCS) if you have years experience as an IT Professional.

Teaching Methods

A mixture of lectures, seminars, tutorials and workshops are used. There are group based assessment activities as well as more traditional reports, essays and examinations. Guest speakers and educational visits will add variety and interest to the course.

Study Mode: Full Time Mode

Duration: 12 Months

Professional Graduate Diploma in IT (PGDIT)

INTRODUCTION

The Professional Graduate Diploma in IT level (incorporating PGD Project) of BCS Professional Examinations is the academic equivalent to a UK university honors degree and recognised by the Qualifications and Curriculum Authority (QCA) as Level 6.

This is a full time course. The students are required to attend lectures and tutorials for at least 18-21 hours per week. Final examination assessments are based on assignments and unseen written examinations

Category: Computing

Subjects:

It focuses on the following core modules:

- Advanced Database Management Systems
- Management Information Systems
- Software Engineering 2

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- Computer Services Management
- Distributed and Parallel Systems
- Knowledge Based Systems
- Network Information Systems
- Programming Paradigms
- Realizing the User Interface
- Systems Design Methods
- Web Engineering

Awarding Body–British Computer Society (BCS)

Exam Structure-Examination sittings are held twice a year in October and April.

Entry Requirements

- Diploma (BCS Level 6 Diploma in IT)
- IMIS Diploma or
- Any Computing Diploma Acceptable from any Awarding body.

Qualification you will achieve

Successful completion of the project and examination enable you to apply for selected postgraduate courses with UK universities and means you are eligible to apply for BCS Membership (MBCS).

Teaching Methods

A mixture of lectures, seminars, tutorials and workshops are used. There are group based assessment activities as well as more traditional reports, essays and examinations. Guest speakers and educational visits will add variety and interest to the course.

Study Mode: Full Time Mode

Duration:12 Months

Newly Added Courses (January 2011)

Edexcel's Level 7 Post Graduate Diploma in Strategic Management and Leadership.

The BTEC qualifications support Continuing Professional Development (CPD), as well as enabling sideways progression to Masters Degrees, such as an MBA.

Units Taught:

Semester 1:

- 1.Developing Strategic Management and Leadership Skills (10 Credits)
- 2.Professional Development for Strategic Managers (5 Credits)

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- 3.Strategic Change Management (10 Credits)
- 4.Leading E -Strategy (10 Credits)
- 5.Creative and Innovative Management (10 Credits)

Semester 2:

6. Strategic Human Resource Management (10 Credits)
7. Strategic Planning (15 Credits)
8. Managing Financial Principles and Techniques. (15 Credits)
9. Research Methods for Strategic Managers (15 Credits)
10. Project Development and Implementation for Strategic Managers (20 Credits)

Assessment: The mode of assessment for Level 7 is assignment based.

Study Mode: Part Time Mode & Full Time Mode

Duration:18 Months

Entry Requirements:

A student must:

- 1.At least 21 years old;
- 2.An approved English test equivalent to IELTS with a minimum band of 5.0 or TOEFL (IBT) with a minimum score of 53 to 64.
- 3.A minimum of three to five years senior management experience and satisfy one of the following criteria:
 - Possession of an Advanced Diploma in any subject from recognized awarding bodies (National /International).
 - Possession of an honors degree in a related subject.
 - Possession of a level 6 qualification from internationally recognized awarding organization.

➤ Graduate Integrated Diploma Level 6 in Business Management

Nine Compulsory Units:

- Quantitative Methods for Business Management
- The Business Environment
- Financial Accounting
- Marketing Policy, Planning and Communication
- Organisational Behaviour
- Human Resource Management
- Corporate Strategy and Planning

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- Managing in Organisations
- International Business Case Study

Plus Two Optional Units from Group A: (Business Information Systems Specialization)

- Managing the Customer Relationship (Business Management Pathway)
- Economics for Business (Business Management Pathway)
- Principles of Business Law (Business Management Pathway)
- Managerial Accounting (Business Management and Financial Management Pathways)
- Systems Management and Internal Financial Controls (Financial Management Pathway)
- Information Systems Applications for Business (Management of Information Systems Pathway)
- Information Systems Development (Management of Information Systems Pathway)

And Two Optional Units from Group B:(Finance Management Specialization)

- Strategic Human Resource Management (Business Management Pathway)
- Strategic Marketing Management (Business Management Pathway)
- Corporate Finance (Business Management and Financial Management Pathways)
- International Business Finance and Planning (Financial Management Pathway)
- Project Management (Business Management and Management of Information Systems Pathways)
- Information Systems for Strategic Management (Management of Information Systems Pathway)

Students must pass all the relevant optional units if they wish to complete the Financial Management or Management of Information Systems Pathways

Assessment: The mode of assessment is examinations

Study Mode: Full Time Mode

Duration: 24 Months

Diploma:

Applicants must have obtained one of the following:

- ABE Certificate
- Two "A" Level passes plus four GCSE passes at Grade A, B or C, two of which must be English and Maths
- Overseas qualifications which may be accepted by the Registrar as being equivalent to the above

ACADEMY OF MANAGEMENT STUDIES-UK (COMPANY PROFILE)

- ABE also welcomes applications from candidates without formal qualifications who have been in appropriate employment for at least two years. A reference letter from employer(s) must accompany such applications.

Registration Fee: £50 (GBP50) for all programmes except Financial Management

Registration Fee: £60 (GBP60) for Financial Management