

Management & Strategy

Institute of Administrative Management [IAM]
International Certificate in Administrative Management

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Established in 1915, the Institute of Administrative Management [IAM] is the only professional body for both practising and aspiring Administrative Managers. This International Certificate in Administrative Management leads to a profession as a manager and to a Bachelors of Art degree in Strategic Administrative Management [BA Honours in Strategic Administrative Management] awarded by Oxford Brookes Univ. on completing the IAM Advanced Diploma.

Course Title:	<ul style="list-style-type: none">The IAM Introductory Award in Administrative Management
Duration:	<ul style="list-style-type: none">Three [3] Month to Six [6] Months
What are the Entry requirements?	<ul style="list-style-type: none">Open Access Route [No previous qualification or work experience required]
When can I commence study?	<ul style="list-style-type: none">Full-time [September, January, March and June each year]Part-time [September, January, March and June each year]Distance Learning [You may commence at anytime in the year]
What will I study?	<ul style="list-style-type: none">Unit 01: Inside Organisation [IO] [PBE]Unit 02: Working With People [WWP] [PBE]Unit 03: Administrative Practice [AP] [PBE] <p>[PBE] = Paper-Based Examination [PBA] = Project-Based Assessment</p>
How is the course assessed?	<ul style="list-style-type: none">By three [3] hour Paper-Based Examination
Any Exemptions?	<ul style="list-style-type: none">Certain exemptions may apply subject to the IAM exemption guidelines
Any deadlines I should know about?	<ul style="list-style-type: none">Register with the IAM by 15th October for the next December ExaminationRegister with the IAM by 15th March for the next June Examination
What next after the course?	<ul style="list-style-type: none">Advance to the Combined IAM & BA [Honours] Degree in ManagementTake up employment as administrator within private or public organisations
Can I combine this with another course?	<ul style="list-style-type: none">MS Office, Typing, SAGE Line 50 and leadership courses are recommended
What is the tuition fee?	<p>Home [i.e. candidates not requiring a visa to undertake study]:</p> <ul style="list-style-type: none">£200.00 [Two Hundred Pounds] per unit <p>International or Overseas [i.e. candidates requiring a visa to undertake study]:</p> <ul style="list-style-type: none">£750.00 [Seven Hundred and Fifty Pounds] per annum <p>Fees include texts from an official IAM publisher & access to our online resources</p>
What if I need further information?	<ul style="list-style-type: none">Contact us on +44 [0] 207 820 8212 or email: info@goldsmithibs.comIAM, Caroline House, 55 – 57 High Holborn, London, WC1V 6DXTelephone: +44 [0] 207 841 1100 Fax: +44 [0] 207 841 1119Email: info@instam.org Web: www.instam.org