

# Management & Strategy

Institute of Administrative Management [IAM]  
Diploma in Administration for Executive Assistants

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## Diploma in Administration for Executive Assistants

Established in 1915, the Institute of Administrative Management [IAM] is the only professional body for both practising and aspiring Administrative Managers. This Diploma in Administration for Executive Assistants 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.

<b>Course Title:</b>	<ul style="list-style-type: none"><li>IAM Diploma in Administration for Executive Assistants</li></ul>
<b>Duration:</b>	<ul style="list-style-type: none"><li>Six [6] Months to Twelve [12] Months</li></ul>
<b>What are the Entry requirements?</b>	<ul style="list-style-type: none"><li>IAM Certificate in Administrative Management or NVQ 3 in Management</li><li>LCCI Private Secretary Diploma &amp; Suitable qualifications acceptable to the IAM</li></ul>
<b>When can I commence study?</b>	<ul style="list-style-type: none"><li>Full-time [September, January, March and June each year]</li><li>Part-time [September, January, March and June each year]</li><li>Distance Learning [You may commence at anytime in the year]</li></ul>
<b>What will I study?</b>	<ul style="list-style-type: none"><li>Unit 01: Understanding Management [UM] [PBE]</li><li>Unit 02: Administration in Organisations [AIO] [PBE]</li><li>Unit 03: Effective Communication in Organisations [ECO] [PBE]</li><li>Unit 04: Administration for Executive Support [AFES] [PBE]</li><li>Unit 05: Case Study I or Work-Based project [CS I or WBP] [PBA]</li></ul> <p><b>[PBE]</b> = Paper-Based Examination    <b>[PBA]</b> = Project-Based Assessment</p>
<b>How is the course assessed?</b>	<ul style="list-style-type: none"><li>By three [3] hour Paper-Based Examination &amp; Work-Based Assessment</li></ul>
<b>Any Exemptions?</b>	<ul style="list-style-type: none"><li>Certain exemptions may apply subject to the IAM exemption guidelines</li></ul>
<b>Any deadlines I should know about?</b>	<ul style="list-style-type: none"><li>Register with the IAM by 15<sup>th</sup> October for the next December Examination</li><li>Register with the IAM by 15<sup>th</sup> March for the next June Examination</li></ul>
<b>What next after the course?</b>	<ul style="list-style-type: none"><li>Advance to Year 2 of the Combined IAM &amp; BA [Honours] Degree</li><li>Take up employment as administrator within private or public organisations</li></ul>
<b>Can I combine this with another course?</b>	<ul style="list-style-type: none"><li>MS Office, Typing, SAGE Line 50 and other leadership courses</li></ul>
<b>What is the tuition fee?</b>	Home [i.e. candidates not requiring a visa to undertake study]: <ul style="list-style-type: none"><li>£300.00 [Three Hundred Pounds] per unit</li></ul> International or Overseas [i.e. candidates requiring a visa to undertake study]: <ul style="list-style-type: none"><li>£1,750.00 [One Thousand Seven Hundred and Fifty Pounds] per annum</li></ul> Fees include texts from an official IAM publisher & access to our online resources
<b>What if I need further information?</b>	<ul style="list-style-type: none"><li>Contact us on <b>+44 [0] 207 820 8212</b> or email: <b>info@goldsmithibs.com</b></li><li>IAM, Caroline House, 55 – 57 High Holborn, London, WC1V 6DX</li><li><b>Telephone:</b> +44 [0] 207 841 1100    <b>Fax:</b> +44 [0] 207 841 1119</li><li><b>Email:</b> info@instam.org    <b>Web:</b> www.instam.org</li></ul>