



The following are in part University level and internationally recognised Business Diploma courses:

1. **Business Administration**
2. **Travel, Tourism and Hospitality**
3. **Business Information Systems**

All these Diploma courses usually by themselves comprise a Full 1 Year course. But there is an added benefit – As these diplomas mainly utilize the same curriculum (2 additional topics for Tourism) in 1 year with some extra effort you can study for both qualifications at the same time for only one fee. Additionally for no extra cost you can however also combine these diplomas with a specified number of Computer Modules. Nowhere else will you get this much flexibility.

BUSINESS ADMINISTRATION

The Business Administration programme provides a professional qualification that may be used to prepare directly for a career in business, or to gain advanced entry onto a range of professional qualifications and university degrees in the UK and other countries. The programme provides students with an appreciation of the theoretical issues currently involved in the study of business and a range of practical skills, which will enhance their value to potential employers. Major themes running throughout the programme include Management, Finance and Accounting, Marketing and IT.

DIPLOMA (PARTS 1 AND 2) IN BUSINESS ADMINISTRATION

Part 1 Four compulsory subjects:

- Economics
- Organisational Behaviour
- Accounting
- Business Communication and Presentation

Part 2 Four compulsory subjects:

- Marketing
- Human Resource Management
- Quantitative Methods
- Managerial Accounting

Plus one from the following options:

- Principles of Business Law
- Systems Analysis

TRAVEL, TOURISM AND HOSPITALITY (TTH)

The travel, tourism and hospitality industry is today the largest and most pervasive sector within the global economy. The need to provide quality services in a business-orientated manner requires management leadership in all the main functional business areas (finance, marketing, human resource management, and operations) as well as strategic leadership. ABE's Travel, Tourism and Hospitality qualifications provide a pathway through which students can develop a combination of key business skills and industry knowledge in preparation for the varied and exciting careers, which the industry offers.

DIPLOMA (PARTS 1 AND 2) IN BUSINESS ADMINISTRATION

- General Information

Part 1 Subjects

- Economics
- Organisational Behaviour
- Accounting
- Travel, Tourism & Hospitality

Part 2 Subjects

- Marketing
- Human Resource Management
- Travel, Tourism & Hospitality Operations Management
- Managerial Accounting
- Principles of Business Law
- Systems Analysis

BUSINESS INFORMATION SYSTEMS (BIS)

There is an increasing need for highly computer literate business professionals who can develop business applications using spreadsheets, databases etc. and can work confidently with their IT colleagues. Holders of both the Diploma and Advanced Diploma in Business Information Systems will have had a firm grounding in the essential core IT and business skills and will be able to build bridges between technology and business practice.

DIPLOMA (PART 1&2) IN BUSINESS INFORMATION SYSTEMS (BIS)

- General Information

Part 1 Subjects

- Computer Fundamentals
- Computer Applications in Business & Finance
- Business Communication
- Organisational Behaviour (Management Pathway)
- Accounting (Finance Pathway)

Part 2 Subjects

- Principles of Programming
- Networks and Distributed Systems
- Quantitative Methods
- Systems Analysis
- Human Resource Management (Management Pathway)
- Managerial Accounting (Finance Pathway)

Registration Fee: £ 50 (GBP50)

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 or Maths

Overseas qualifications which, following University of London guidelines, may be accepted by the Registrar as being equivalent to the above

ABE also welcome applications from Diploma 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