

Following course is detailed in the way it is required by its awarding body to get a pass for an award.

## Business Management

<b>Awarding Body</b>	:	The Association of Business Executives, UK (ABE UK)
<b>Level</b>	:	From Certificate to Advance Diploma (4 Stages)
<b>Examination Dates</b>	:	December and June each year
<b>Examination Style</b>	:	A written three hours unseen examination per unit
<b>Pass Marks</b>	:	Minimum 40% in each exam
<b>Duration</b>	:	Variable (please see <i>Study Mode</i> below)
<b>Entry Requirements</b>	:	<b>Certificate:</b> No formal Qualifications <b>Diploma:</b> 2 A levels + 4 GCSE or ABE Certificate or Employment History for 2 years <b>Adv. Diploma:</b> ABE Diploma or UK Degree or equivalent overseas degree or Accepted qualification by ABE Registrar.

### Qualification Modules and Units

Following is a list of subjects that will be covered during this qualification.

#### Certificate (Stage 1)

- [Introduction to Business](#)
- [Introduction to Quantitative Methods](#)
- [Introduction to Accounting](#)
- [Introduction to Business Communication](#)

### **Diploma Part 1 (Stage 2)**

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

### **Diploma Part 2 (Stage 3)**

- Marketing Policy, Planning and Communication
- Human Resource Management
- Management in Action
- Managerial Accounting
- Principles of Business Law
- Systems Analysis and Design
- Concepts and Principles of Islamic Economics

### **Advanced Diploma (Stage 4)**

- Corporate Strategy and Planning
- Managing in Organisations
- International Business Case Study
- Strategic Marketing Management
- Corporate Finance
- Strategic Human Resource Management for Business Organisation
- Managing the Information Resource
- Islamic Finance

### **Study Mode**

This qualification is available at ISBS on both part time and full time bases. Part time hours will depend on how many units a student selects to study in one session and there is no minimum limit.

On full time bases, a student will undertake supervised study that will be a minimum of 15 hours per week. However it is expected that number of hours per week may be more than 15. Students will be required to cover The ABE syllabus per unit that will consist of tutorial lessons, assignments, research projects etc.

### **Attendance Policy**

It is a policy of ISBS that a minimum of 80% class attendance is required for each module/unit to be considered for final exams. Any student failing to meet this criterion will not be registered for exam for that unit with the ABE.

Examinations will be set and marked by The ABE. They will be held at centers announced by the ABE.

### **Aims of Business Management**

This is a newly designed programme by ABE, which is professional and accredited by the QCA (Qualification and Curriculum Authority in the UK). This qualification aims to prepare a candidate for his/her career in business; it is also a path to an advance level entry to a professional qualification or a university degree in the UK or other countries.

This programme covers various aspects of modern business management in theory as well as an emphasis on practical approach to equip a candidate with skills highly in demand by employers.