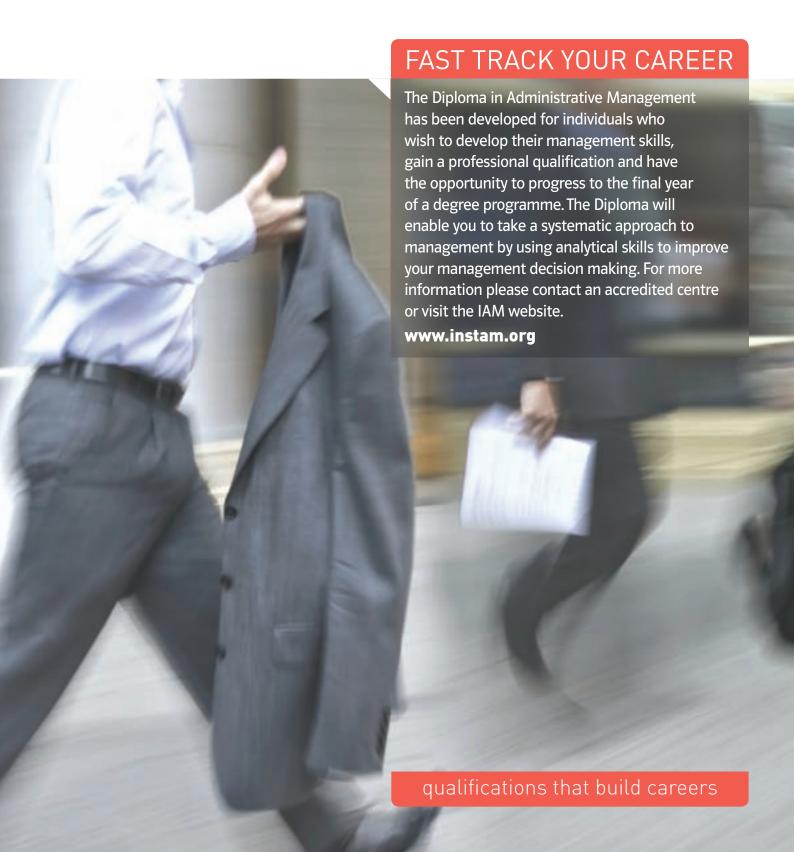


The Diploma in Administrative Management



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The Diploma in Administrative Management is accredited as a Level 4 qualification by the Regulatory Authorities in England, Wales and Northern Ireland. Holders of both the Diploma and Advanced Diploma are eligible for progression on to the final year of first degree programmes run by numerous universities. The qualification is assessed through externally marked examinations and assignments and can normally be completed in 1 to 2 years, depending on the time you have available.

People in organisations

This unit provides an understanding of the people management functions within the organisation. Organisational culture and behaviour within the organisation are analysed and the impact on individuals and the organisation is identified.

Professional administration

This unit considers administration in its wider organisational context and develops an understanding of the role of the professional administrator in achieving organisational objectives.

Information for decision making

The aim of this unit is to develop an appreciation of the need for quality information in organisations and the

importance of managing that information to achieve the organisation's objectives.

Administrative systems and processes

This unit introduces the contribution systems thinking makes to administrative processes and organisational effectiveness. The roles and purpose of different types of systems in an organisation and the methods for improving their operation is developed.

Case study or project report

The case study paper is designed to test the application of knowledge and skills acquired during the course to a real life situation. Alternatively a report demonstrating the application of the same knowledge and skills within a project can be completed outside of examinations.

NEXT STEPS Full details of the Diploma in Administrative Management, including a detailed outline of the syllabus, fees and an application form are available from accredited centres or on the IAM website. www.instam.org



Established in 1915, the Institute of Administrative Management is the UK's leading professional body for practising and aspiring business managers at all levels. IAM members are professionals managing key operations for organisations in over 70 countries around the world. IAM qualifications and membership of the Institute will provide you with the expertise, knowledge and practical skills to sustain your competitive advantage.

