"Association of Business Executive programmes are taught at institutions worldwide, and such institutions are given approval to run ABE only after they have submitted full details of their prospectus, teaching staff and site facilities which must meet the criteria set by the ABE Education Committee."

PIMBS Ltd. can boast of having an ABE Academic Fellow in Trinidad & Tobago as a member of staff.

**BUSINESS MANAGEMENT PROGRAMME**

**Why study the Business Management (BM) programme?**

The BM programme is a comprehensive and detailed programme which covers the knowledge and skills required in the modern business practice. The programme provides you with an appreciation of the theoretical issues involved in the study of business whilst also helping you to develop a range of practical skills which enhance your value to employers. Major topics covered in the BM programme include management, marketing, economics and accounting.

**Career opportunities**

The positions below are examples of jobs currently held by ABE Business Management qualification holders. The list is not exhaustive as ABE qualifications are applicable to a wide range of vocations.

- **Level 5 Diploma in BM** – Marketing Assistant, Administration Assistant, or Accounts Assistant
- **Level 6 Diploma in BM** – Marketing Executive, Management Trainee, or Secretary
- **Level 7 Diploma in BM** – Marketing Manager, Office Manager, or HRM Manager

**What is a Pathway?**

ABE’s Level 4, 5 and 6 Diplomas in Business Management are divided into three separate “Pathways”. A Pathway is a combination of units (with some options within them) which enable you to specialize in a particular area.

**Program structure**

The BM programme now comprises two pathways:

- Business Management pathway

Each of the pathways is split into three levels: Level 4,5 and 6 Diploma.
BUSINESS MANAGEMENT (BUSINESS MANAGEMENT PATHWAY)

ABE Level 4 Diploma in Business Management

Units
- Introduction to Business
- Introduction to Quantitative Methods
- Introduction to Business Communication
- Introduction to Accounting

Entry requirements
- Open entry
- Be competent in English (IELTS 5.0 minimum) and Mathematics

ABE Level 5 Diploma in Business Management

Compulsory Units
- Quantitative Methods for Business Management
- The Business Environment
- Financial Accounting
- Marketing Policy, Planning and Communication
- Organizational Behaviour
- Human Resource Management

Optional units (choose two units)
- Principles of Business Law
- Management Accounting
- Economics for Business
- Managing the Customer Relationship
- Entrepreneurship and Business Development

Entry requirements
One of the following:
- Any ABE Level 4 Diploma or equivalent
- Any Level 3 qualification or equivalent
- 2 years' relevant work experience
- Be competent in English (IELTS 5.0 minimum) and Mathematics
ABE Level 6 Diploma in Business Management

Compulsory Units
- Corporate Strategy and Planning
- Managing in Organisations
- International Business Case Study

Optional Units (choose two units)
- Strategic Marketing Management
- Strategic Human Resource Management
- Project Management
- Corporate Finance

Entry requirements
One of the following:
- Any ABE Level 5 Diploma or equivalent qualification
- A degree or equivalent
- 2 years’ relevant work experience
- Be competent in English (IELTS 5.0 minimum) and Mathematics

ABE Level 6 Extended Diploma in Business Management

Compulsory Units
- Quantitative Methods for Business Management
- The Business Environment
- Financial Accounting
- Marketing Policy, Planning and Communication
- Organizational Behaviour
- Human Resource Management
- Corporate Strategy and Planning
- Managing in Organizations
- International Business Case Study

Optional Units (a choice of four units)

Choose two units from:
- Principles of Law
- Management Accounting
- Economics for Business
- Managing the Customer Relationship
- Entrepreneurship and Business Development

Choose the other two units from:
- Strategic Marketing Management
- Strategic Human Resource Management
- Project Management
- Corporate Finance
Entry Requirements
One of the following:
   Any ABE Level 4 Diploma or equivalent
   Any Level 3 qualification or equivalent
   2 years’ relevant work experience
   Be competent in English (IELTS 5.0 minimum) and Mathematics

**BUSINESS MANAGEMENT (FINANCIAL MANAGEMENT PATHWAY)**

**ABE Level 4 Diploma in Business Management**

**Units**
- Introduction to Business
- Introduction to Quantitative Methods
- Introduction to Business Communication
- Accounting for Financial Managers

**Entry requirements**
- Open entry
- Be competent in English (IELTS 5.0 minimum) and Mathematics
ABE Level 5 Diploma in Business Management

Units
- Quantitative Methods for Business Management
- The Business Environment
- Financial Accounting
- Marketing Policy, Planning and Communication
- Organizational Behaviour
- Human Resource Management
- Systems Management and Internal Financial Controls
- Managing Accounting

Entry requirements
One of the following:
- Any ABE Level 4 Diploma or equivalent
- Any Level 3 qualification or equivalent
- 2 years’ relevant work experience
- Be competent in English (IELTS 5.0 minimum) and Mathematics

ABE Level 6 Diploma in Business Management

Units
- Corporate Strategy and Planning
- Managing in Organisations
- International Business Case Study
- Corporate Finance
- International Business Finance and Planning

Entry requirements
One of the following:
- Any ABE Level 5 Diploma or equivalent qualification
- A degree or equivalent
- Be competent in English (IELTS 5.0 minimum) and Mathematics
POSTGRADUATE DIPLOMA IN BUSINESS MANAGEMENT

Why study the Postgraduate Diploma in Business Management (BM)?

The ABE Postgraduate Diploma in Business Management offers students enhanced career prospects, as well as the opportunity to progress to Master’s degree programmes at numerous universities worldwide. This Level 7 qualification has been developed by senior university professors, utilizing current academic learning and research, as well as employer knowledge and practice. It is therefore an ideal progression route for those who:

Are currently studying professional qualifications and wish to proceed to a Masters degree in business / management
Have a related Honours degree but wish to proceed to a Masters level business / management qualification
Are in employment, at managerial level, and wish to achieve a Masters level qualification

ABE Level 7 Diploma in Business Management

Units
- Strategic Business Management and Planning
- Management of Financial Resources and Performance
- Leadership, Change and People Performance
- Corporate Strategy, Governance and Ethics in the Global Environment
- Research Methods and their Application to Marketing
Assessment
The Strategic Business Management and Planning unit is assessed by examination. The other four units are assessed by assignment.

Entry requirements
One of the following:
- Holders of any ABE Level 6 Diploma
- Degree holders in related subject areas
- Holders of other internationally recognised relevant qualifications at level 6
- Five years relevant senior management experience
- English at IELTS 6.0 (recommended)

HUMAN RESOURCE MANAGEMENT

Why study the Human Resource Management (HRM) programme?

The effective management of an organization’s human resources is now recognised as a critical component in the success of public and private enterprises. The recognition has led to a demand for trained and qualified HR professionals and to the development of a career structure rising to the highest levels of the organization. The HRM programme introduces you to the academic disciplines that underline the effective management of the human resource, and proceeds to explore the theory, practice and strategy of human resource management.

Career opportunities

The positions below are examples of jobs currently held by ABE HRM qualification holders. The list is not exhaustive as ABE qualifications are applicable to a wide range of vocations.

- Diploma in HRM – working in a Personnel or HRM department
- Higher Diploma in HRM – Assistant Personnel Manager or Assistant HR Manager
- Graduate Diploma in HRM – Personnel Manager or HR Manager

Programme Structure

The Human Resource Management programme is divided into three levels:
- Diploma (Level 4)
- Higher Diploma (Level 5)
- Graduate Diploma (Level 6)
Association of Business Executives (ABE) U.K

ABE Level 4 Diploma in Human Resource Management

**Compulsory Units**
- Introduction to Business
- Managing People
- Personnel Administration
- Introduction to Business Communication

**Entry requirements**
- Open entry
- Be competent in English at IELTS 6.0 (recommended)

ABE Level 5 Diploma in Human Resource Management

<table>
<thead>
<tr>
<th>Compulsory Units</th>
<th>Optional units (choose two)</th>
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<tbody>
<tr>
<td>The Business Environment</td>
<td>Principles of Business Law</td>
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<tr>
<td>Human Resource Management</td>
<td>Quantitative Methods for Business Management</td>
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<td>Organizational Behaviour</td>
<td>Managing the Customer Relationship</td>
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<tr>
<td>Human Resource Development</td>
<td>Personnel Information Systems</td>
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<tr>
<td>People Planning and resourcing</td>
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<tr>
<td>Employment relations</td>
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</table>

**Entry requirements**
- One of the following:
  - Any ABE Level 4 Diploma or equivalent
  - Any Level 3 qualification or equivalent
  - 2 years relevant work experience
  - Open entry
  - Be competent in English (IELTS 5.0 minimum) and Mathematics

ABE Level 6 Diploma in Human Resource Management

<table>
<thead>
<tr>
<th>Compulsory Units</th>
<th>Optional units (choose one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Human Resource Management</td>
<td>Corporate Strategy and Planning</td>
</tr>
<tr>
<td>Managing Organizational Change &amp; Development</td>
<td></td>
</tr>
<tr>
<td>Performance Management and Reward</td>
<td>Managing in Organizations</td>
</tr>
<tr>
<td></td>
<td>Project Management</td>
</tr>
</tbody>
</table>

**Entry requirements**
- One of the following:
  - Any ABE Level 5 Diploma or equivalent qualification
  - A degree or equivalent
  - Be competent in English (IELTS 5.0 minimum) and Mathematics
TRAVEL, TOURISM AND HOSPITALITY MANAGEMENT

Why study the Travel, Tourism and Hospitality Management (TTHM) programme?

Tourism is the world’s largest industry with revenues of over $500 billion. The TTHM programme links business principles with sector expertise by introducing you to the principles and practice of modern tourism. The programme goes further to explore issues such as ecotourism and sustainable development. Students holding this qualification will be confident in applying key business and management concepts to this growing sector.

Career Opportunities

The positions below are examples of jobs currently held by ABE TTHM qualification holders. The list is not exhaustive as ABE qualifications are applicable to a wide range of vocations.

- Diploma Level 4 in TTHM – Hotel or Travel Agency Supervisor
- Diploma Level 5 in TTHM – Assistant Hotel or Travel Agency Manager
- Diploma Level 6 in TTHM – Hotel or Travel Agency Manager

ABE Level 4 Diploma in Travel, Tourism and Hospitality

Compulsory Units
- Introduction to Business
- Introduction to Marketing
- Introduction to Travel, Tourism and Hospitality
- Introduction to Business Communication

Entry requirements

One of the following:
- Open entry
- Be competent in English (IELTS 5.0 minimum) and Mathematics
ABE Level 5 Diploma in Travel, Tourism and Hospitality

**Compulsory Units**
- The Business Environment
- Organizational Behaviour
- Travel, Tourism and Hospitality
- IT in hospitality and Tourism Operations
- Managing the Customer Relationship
- Strategic Human Resource Management
- Travel, Tourism and Hospitality Operations Management

**Optional units (choose two units from)**
- Principles of Business Law
- Human Resource Management
- Marketing Policy, Planning and Communication
- Sales Management

**Entry requirements**
One of the following:
- Any ABE Level 4 Diploma or equivalent
- Any Level 3 qualification or equivalent
- 2 years relevant work experience
- Be competent in English (IELTS 5.0 minimum) and Mathematics

ABE Level 6 Diploma in Travel, Tourism and Hospitality

**Compulsory Units**
- Strategic Hospitality Management
- International Travel, Tourism and Hospitality
- Sustainable Tourism Planning and Development

**Optional units (choose one)**
- Strategic Marketing Management
- Strategic Human Resource Management
- Project Management

**Entry requirements**
One of the following:
- Any ABE Level 5 Diploma or equivalent
- A degree or equivalent
- Be competent in English (IELTS 5.0 minimum) and Mathematics