



Enrolment Form

Full time Part time Distance/Blended **Circle Preferred Option**

ASSOCIATION OF TOURISM & HOSPITALITY EXECUTIVES

SPECIALISED BUSINESS COURSE PROVISION

Post Graduate Diploma (7th level<)

Four Mandatory Units

- Unit 1: Marketing
- Unit 2: Financial Management
- Unit 3: Management Behaviour
- Unit 4: Business Strategy
Research Project/dissertation

Optional Units (2 from 4)

Human Resource management
Communication Processes
Business Globalisation
Macroeconomics

Advanced Diploma in Business Management: (5thLevel)

Four Mandatory Units

- Unit 1: Introduction to Business
- Unit 2: Business Finance
- Unit 3: Human Resource Management
- Unit 4: Marketing in Business

Completion of this fifth level qualification, equates to two thirds of a business degree and provides entry into the Top Up Honours degree offered by several universities.

Higher Diploma for Management Assistants (4thLevel)

Four Mandatory Units

- Unit 1: Management Appreciation
- Unit 2: Business Administration
- Unit 3: Effective Communication in Business
- Unit 4: Administration for Executive Support

Optional Units

Destination Management
Human Resource Management

Diploma for Secretarial/Administrative assistants (3rd level)

Three Units

- Unit 1: Business Practice
- Unit 2: Communication and Business English
- Unit 3: Office Procedures/Skills Development

PLEASE ENTER YOUR DETAILS BELOW

Title..... Surname.....

First Name.....

Date of Birth.....

Present Position.....

Home Address.....

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Telephone (Home).....(Work).....

Fax.....

E-mail.....

Work Address ,detail (for invoicing).....

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Qualifications/Examinations passed (with approximate dates)

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Signature.....

Date of application.....

All entries by interview and/or C.V. required

Principal : Mrs E V Howard BA (Hons), Cert.Ed

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