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|  | |  | **MASTERS OF BUSINESS ADMINISTRATION MANAGEMENT**  **COURSE OVERVIEW**  Our course in business administration/management will provide that goal—focused training. You’ll get a thorough grounding in the theories and principles of accounting, bookkeeping, human resources functions and personnel management, coaching, leadership, general business management and project management. You will come away a whiz on how to budget, organize, plan, hire, direct, control, and otherwise manage various departments.  This course will also get you thinking and dealing with issues such as diversity, ethics, politics, and other dynamics that play a role in every work environment. You can most definitely count on problem solving, theorising, and math-heavy number-crunching too. As a manager-to-be, you will also be required to develop a balance between sensitivity and fairness. You will need to be innovative, creative, and a good problem-solver. These qualities (and your winning personality) will put you on a path to successful management in any number of fields.  Our course has been designed to cover all of the aspects related to being an Administration Manager.  **OBJECTIVES**  On achieving this qualification, the learner will:   1. Develop administration systems to control resources and information 2. Improve organisation effectiveness by managing administration records and assisting others to do so 3. Present information correctly through effective business writing including the developing of reports 4. Have knowledge of the procedure for stock and fixed asset control 5. Identify and manage service providers 6. Comply with the organisation's ethics and code of conduct 7. Set personal goals and develop and manage him/herself in a business context 8. Be aware of how fraud can be present in an office environment and assisting in its control 9. Display cultural awareness in dealing with customers and colleagues and utilizing the differences in a positive way to enhance the effectiveness and image of the organisation 10. Identify and solve work related problems to aid the effectives of the organisation 11. Apply efficient time management processes, procedures and techniques 12. Be an effective team member and utilize diversity to its fullest capacity 13. Become a knowledge worker and be able to monitor the media, conduct basic research and understand the global positioning of his/her organisation   **DURATION**  The course has been designed for completion within 4 - 6 months. Modules have assignments for completion. Examination will be written at the end of the study period.  The MBA program consists of 42 credit hours. Included in the 42 credit hours are 27 credit hours of core courses. The remaining hours represent required courses in the fields of concentration and electives in business subjects.  There is no thesis requirement in the MBA program but there is a comprehensive exam at the end of the program.  **LEARNING CONTENT**   1. **GENERAL BUSINESS MANAGEMENT**   This module provides an overview of the major functions of management. Emphasis is on planning, organizing, staffing, leading, and controlling. Upon completion, students should be able to work as contributing members of a team utilising these essential functions of management.   * 1. Business Terms   2. Effective Business Management   3. Managerial Roles in Business   **2.  UNDERSTANDING FINANCIAL MANAGEMENT**  Introduces students to the themes of financial decision-making. The module compares the financial objectives of the manger and the investor. Surveys the fundamentals of financial management from the viewpoint of the financial officer. Students gain an understanding of the time value of money, current asset management, risk management, financial leverage and analysis, capital budgeting, long term financing, capital markets, and the cost of capital.  a) Introduction to Financial Management  b) Finance for Non-Financial Managers  **3. THE BASIC FUNDAMENTALS OF BOOKKEEPING AND SIMPLE ACCOUNTING**  This module is an introduction to bookkeeping fundamentals and will suit those with no bookkeeping experience or knowledge. You will cover manual bookkeeping concepts and processes. We cover the concepts, modules and activities associated with bookkeeping, section by section. At the end of the chapter, you will understand what you are doing as well as why you are doing it. The module starts with the different terminology used in bookkeeping, and the definitions of the various books used and entries made in the books. The course then moves on to an extremely practical learning process. On completion of this section, the learner will be capable of starting off a set of books for a small to medium sized business, enter all the transactions in the various books of first entry, post the entries to the general ledger, balance accounts at month-end or year-end, and draw up a Trial Balance.   1. Introduction 2. Objectives 3. Bookkeeping 4. Double Entry System 5. Main Accounting Terms 6. Accounting Equation 7. Advantages of Double Entry System. 8. Journal Entries 9. Accounts 10. Rules Regarding Dr. And Cr. Entry 11. Journal 12. Ledger 13. Trial Balance 14. Methods of Preparing Trial Balance 15. Objectives of preparing Trial Balance 16. Limitations of Trial Balance 17. Cash Book 18. Types of Cash Book 19. Simple Cash Book 20. Two Column Cash Book 21. Three Column Cash Book 22. Petty Cash Book. 23. Imprest System of Petty Cash Book. 24. Advantages of Petty Cash Book 25. Pass Book 26. Bank Reconciliation Statement 27. Causes for difference between Cash Book Balance and Pass Book Balance. 28. Need and importance of Bank Reconciliation Statement 29. Procedure for preparation of Bank Reconciliation Statement. 30. Single Entry System     1. Meaning     2. Features     3. Advantages 31. Ascertainment of Profit under single entry system 32. Defects of single entry system 33. Ascertainment of Profit under double entry system 34. Final Accounts 35. Trading Account 36. Profit and Loss Account 37. Balance sheet   **4. LABOUR RELATIONS, PERSONNEL MANAGEMENT AND HUMAN RESOURCE MANAGEMENT**  This module covers a contemporary approach to managing people in organisations. It enables the students to understand the concepts and roles of human resource management and planning within modern organisations.  a) Personnel Management  b) Knowledge Management  c) Recruitment Procedure and Fair Selection  d) Understanding the Labour Relations Act  e) Managing Employee Grievances  f) Managing Employee Conflict  g) Introductions to Appraisals  h) Skills Development Act  i) Codes of Good Practice  j) Understanding Accounting for Payroll  **5. PRACTICAL PROJECT MANAGEMENT**  An examination of project identification, selection, and planning. Students develop skills to manage projects using the latest planning, tracking, monitoring, and control techniques. This module has been designed to provide office professionals with the essential knowledge to effectively plan, implement and review projects.  **What is a Project?**   * Defining what we mean by project management * Special features of projects * Understanding why projects fail   **The Project Life Cycle**   * Identify a four-stage approach to managing projects * Understand the value of the project life cycle * Preparing and outlining the project   **Defining a Project**   * How to clearly define a project * Setting and agreeing objectives, scope and constraints * Recognise the need to manage project stakeholders * Define roles and responsibilities in a project * Appreciate the importance of team working within the project   **Project Planning**   * Basic planning tools and techniques * How to make time and cost estimates more credible and realistic * Establish a project communication strategy * Simple risk management tools and techniques available to avoid surprises * Creation of project documentation and data display methods   **Implementing the Project**   * Monitoring and controlling activities * Taking corrective action to keep the project on track * Dealing with requests for change * Reporting progress   **Closing and Reviewing a Project**   * Understand the need for a controlled close to a project * Measuring what actually happened against the plan * Learning lessons - both positive and negative * Closing down and moving on   **6. PROFESSIONAL SKILLS FOR EXECUTIVE SECRETARIES**  **This practical and highly popular module rapidly develops the key skills and knowledge that enables the office professional to maximise their contribution to the manager, team and organisation.** The module shows you how to plan and organise efficiently, develop confident office organisation skills and proactively contribute to the successful achievement of the organisation’s goals.   * The Qualities of a Professional Secretary * The Role of a Secretary in a Company * Diary Management * Business Letter Writing * Telephone Etiquette * Decision Making * Creative Problem Solving * Communication Skills * Project Planning * Composing Faxes, Memorandums and E-mails * lient Care * Filing Systems * Time Management * Organising meetings * Taking minutes at meetings * Bookkeeping * Assertiveness * Presentation * Stress Management   **7. PERFORMANCE MANAGEMENT**  This section explores areas such as discriminatory behavior, human capital advantage, value systems, and the development of organisation culture. Performance management is a key tool for organisational success. Students examine holistic and integrated processes which have implications for a broad range of people management policies.  **8. BONUS MODULE – MARKETING MANAGEMENT**  Understanding the marketing process and commonly used tools in marketing is imperative for a student of Business Administration. Therefore, this course aims to familiarise the student with commonly used techniques in the collection and analysis of marketing management concepts.  **FEES / ENROLMENT OPTIONS**  This course is now available via email for **R5 890. 00** which means that you will receive your entire course content via email and not as printed material.  Help us save the planet by choosing this option.  **Kindly note: There is a 6 month payment plan on this programme**  **ENROLMENT FOR THIS PROGRAMME**  To enrol for this course, kindly e-mail Julie at [info@sbdstudies.org](mailto:info@sbdstudies.org) |
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