

**QUALIFICATION - ADVANCED DIPLOMA: MANAGEMENT (SAQA I.D. 62270, NQF LEVEL 6)****MODE OF DELIVERY: CONTACT LEARNING****DESCRIPTION**

The purpose of the Advanced Diploma in Management (ADM) qualification is to provide graduates with the knowledge and skills required to perform effectively in middle management and leadership roles in any organisation. The qualification is designed for candidates who have had some exposure, whether formal or informal, to management experience and who need more structured skills and knowledge to engage at a higher level. The ADM is also perfect for people who may have a technical background (including the pure and applied arts and sciences) and who require a formal management qualification to enhance their career development opportunities.

The ADM curriculum challenges students to extend themselves beyond a conceptual understanding of management theory by devising appropriate solutions to their individual and/or career situations. The intensive use of carefully selected case studies, simulations of workplace realities, strong emphasis on team dynamics and conscious adaptation of the content to address the needs of individual cohorts are some of the traits that have endeared this qualification to many of its graduates. The qualification is comprehensive and includes all major management knowledge areas.

**ADMISSION REQUIREMENTS****LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING**

- A recognised minimum 120-credit qualification at NQF Level 5 or equivalent, and
- A minimum of 2 years' work experience at supervisory and/or management level.

RPL access: Access to this qualification may also be gained through the recognition of formal and non-formal prior learning (incorporating experiential learning) at a Higher Education Level 5 or a functional equivalent.

Mature age applicants and applicants with previous tertiary education experience will be considered individually by the Director.

Foreign applicants whose first language is not English may be required to provide proof of proficiency in English prior to admission to the qualification.

**CERTIFICATION**

On successful completion of the qualification, the student will receive an Advanced Diploma in Management, NQF Level 6.

**EXIT LEVEL OUTCOMES**

Upon successful completion of the Advanced Diploma in Management qualification, the candidate will understand the role of managers and leaders in organisations and will have developed the skills and attitudes required to provide effective leadership in business units or whole organisations.

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## **PROGRAMME OUTLINE**

### **Modules offered**

#### **FUNDAMENTAL**

##### Management and Leadership – Advanced Theory and Practice

Management and Leadership development is at the core of the ADM qualification. This module provides the foundational framework on which subsequent learning will be built. Major themes covered here include perspectives on management and leadership, leadership theories and leadership styles. Also included are treatment of emotional intelligence and the powers of leadership.

#### **CORE**

##### Human Resource Strategy

A company's HR strategy is invariably connected with its corporate strategy. The design of this module emphasises contemporary HR issues such as talent management, self-managed work teams and Human Capital Management (HCM). Major themes that underpin this module include the quest for competitive advantage, leadership and building the learning organisation.

##### Business Management

This module covers the fundamental management principles and theories necessary for any subsequent type of business education. The core themes covered include, inter alia, the management environment, organisational design, decision-making, learning and creativity. An introduction to strategic and change management is also provided.

##### Management Environment in the 21<sup>ST</sup> Century

This module builds on the Business Management and Management and Leadership modules. The main thrust is in understanding the reciprocal relationship between an organisation and the environment in which it operates. Key themes include diversity management, organisational behaviour and organisational lifecycles and design. Coverage of change management in learning organisations is also provided.

##### Strategy for Managers

The module deals with both business level and corporate strategy. Here, students learn the strategic management process and applications thereof. Major themes treated include acquisition and restructuring strategies, organisational structure and controls. There is also a strong bias towards strategic leadership and entrepreneurship.

#### **ELECTIVE**

##### Corporate Finance

In this module, students are taught to apply financial management tools in a corporate environment. This module provides comprehensive coverage of carefully selected themes such as investment decisions, financing decisions and capital structure and financial analysis and planning. A treatment of corporate governance from a financial management perspective is also provided.

## **EXEMPTIONS**

Applications for exemptions will be considered where a candidate is deemed to have completed the relevant module/s at the required level of achievement.

## **ASSESSMENT**

Students are required to submit an assignment for each module by the assignment due date which contributes 30% to the final mark. Students will write a final summative assessment at the end of each semester, which contributes 70% to the final mark. Students need to obtain a sub-minimum mark of 40% in the final summative assessment and an overall mark of 50% in order to pass the module.

## **DURATION**

The qualification duration is a minimum of one year and a maximum of three years.

The ADM is delivered solely through contact learning from our Melville campus. Applicants may register for either evening or weekend classes.

### Evening class times:

Three weekday evenings from 18:00 – 21:00

### Weekend class times:

Saturdays and/or Sundays from 08:30 – 15:30

### 2010 start dates:

	<b>Close of registration</b>	<b>Start date</b>
Semester 1	13 Jan 2010	25 Jan 2010
Semester 2	25 June 2010	12 July 2010

## **FURTHER STUDIES**

Students who have completed this Certificate may be eligible for admission to the Milpark Business School Bachelor of Commerce in Banking Management or to other management qualifications in specific areas of application.

## **ABOUT THE BUSINESS SCHOOL**

Milpark Business School offers a range of tertiary qualifications, conditionally accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Milpark Business School offers both distance learning and contact learning options, and workshops. The qualifications range from a Bachelor of Commerce in Banking Management and Certificates and Diplomas to an MBA.

## **PRICING**

Course fees include lectures and course material. Please contact one of our campuses for more information.

**DISCLAIMER**

The content of this brochure, accurate at time of going to print, is subject to change without notification because of legislation, market requirements or any other reason. Milpark Business School reserves the right to change the programme content without notice.

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