

## SHORT COURSE CERTIFICATE IN MANAGEMENT PRINCIPLES FOR BANKERS

### DESCRIPTION

This short course is designed to assist students to understand the core functions and principles of management.

### ADMISSION REQUIREMENTS

A knowledge, comprehension and application of the English language at NQF level 4 (Grade 12 or equivalent).

### CERTIFICATION

On successful completion of the programme, the learner will receive a *Short Course Certificate in Management Principles for Bankers* from Milpark Business School. This short course is presented at NQF level 5.

### EXIT-LEVEL OUTCOMES

The qualifying learner should be able to understand the basic functions and principles of management.

### PROGRAMME OUTLINE

The functions of management

What managers do

What management is

Decision-making

Communication

Negotiations

Motivation

Delegation

Planning

Organising

Leading

Control

Integration of management functions or tasks

Managerial competencies

Basic labour relations issues

Organisational Culture

Compliance issues

Ethics and code of conduct

Brief overview of risk management

Contemporary management issues

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**ASSESSMENT**

Students are required to submit an assignment, which contributes 30% to the final mark. Students will write a final summative assessment at the end of the workshop week, which contributes 70% to the final mark. In order to pass the short course, students need to obtain at least 40% in the final summative assessment and an overall mark of at least 50%.

**DURATION**

This is a three-day, full-time short course. It can also be presented part-time.

**FURTHER STUDIES**

Students who have completed this short course certificate may articulate onto other short courses. Depending on the student's academic background, other Milpark Business School whole qualifications may also be available to the student.

**ABOUT THE BUSINESS SCHOOL**

Milpark Business School offers a range of higher education qualifications, accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Milpark Business School offers distance-learning and contact-learning, as well as supporting workshops. The qualifications range from an MBA and a BCom in Banking Management to a variety of certificate and diploma programmes.

**PRICING**

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

**DISCLAIMER**

The content of this brochure is accurate at the time of going to print. Milpark Business School reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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