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QUALIFICATION: SHORT COURSE: BUSINESS MANAGEMENT BMAN01-OS
MODE OF DELIVERY: ONLINE

DESCRIPTION

PROGRAMME PURPOSE

There is a great need for business development and innovation. Knowledge of business management will enhance your ability to innovate and contemporise your management style. This course aims to introduce you to the fundamental principles of business management and the essential skills and competencies for effective management.

You will be exposed to the primary management functions such as planning, leading, organising and control. Supporting management tasks such as communication, motivation, and delegation are also covered. These functions will be applied across business areas, namely operations, financial, marketing and human resource management.

This course will be valuable for business people who are currently working in a supervisory position or who are interested in moving into management. The course will also benefit those who want to start their own businesses, current small business owners and entrepreneurs who would like to grow their businesses.

PROGRAMME OUTCOMES

On completion of this course, the qualifying candidate will be able to:

1.   Demonstrate an understanding of general management and planning.
2.   Demonstrate an understanding of organising and leading.
3.   Demonstrate an understanding of the importance of motivation.
4.   Demonstrate an understanding of the manager's environment.

PROGRAMME STRUCTURE

The following key topics are covered in the course:

- Introduction to general management and planning
- Organising and leading
- Motivation and control
- The manager's environment business environment

MODULE DESCRIPTION

Online Short Course: Business Management BMAN01-OS

ADMISSION REQUIREMENTS

This course has no admission requirements. A good level of English reading and writing proficiency is required.

English proficiency

Foreign applicants whose first language is not English are required to provide proof of proficiency in English prior to admission to the qualification. Foreign students who do not hold a South African matric certificate must present a matric verification from the South African Matriculation Board on application.

ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative assessments (including online tests and quizzes), discussion opportunities and a number of administrative services as part of the *myMilpark* and *myCourses* online tuition and support environments. Course materials direct students to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the above online facilities is essential for efficient communication, learning and success. You will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive your assignments.

Minimum system requirements:

1. Reliable internet connection with continuous access
2. Firefox/Internet Explorer/Chrome web browser
3. Microsoft Word
4. The means to open and read PDF documents
5. The means to scan and upload documents
6. Email/cellphone for notification and communication.

STUDENT SUPPORT

Library access

The Milpark Library now provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to make reservations and requests, and no limit to the time a student has to access a book. With the implementation of Cyberlibris, students also have access to full-text resources via Emerald (global), Ebsco (global) and Sabinet (South African publications) to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark* (*myCourses*).

ASSESSMENT

An integrated approach to assessment is applied. The practical nature of the course is emphasised in all assessments.

The following are examples of assessments/activities that you could be exposed to during your course:

- Online quiz or online test
- Individual and/or group assignments with open-ended questions
- Online discussion forums with other students and your course lecturer
- Watching videos and summarising the main points
- Reading and engaging with study material, articles or information on websites
- Researching a specific topic and summarising your findings.

The exact structure of your assessments will be communicated to you in a detailed assessment plan when the course commences. A minimum final mark of 50% will be required in order to complete the course successfully.

DURATION

This course will run over a period of four weeks, running from Tuesday to Monday every week.

CERTIFICATION

A short course certificate of completion will be issued provided that you meet the minimum requirements for certification for this specific course.

FURTHER STUDIES

Students who have successfully completed this short course certificate may articulate onto other short courses. Students may at any time apply for admission to any of Milpark's further or higher education qualifications, where they may be admitted, subject to the admission requirements of each qualification.

PRICING

The course fees include access to the online environment (including library services) for the full duration of the course, all study material, access to the lecturer online and one cycle of assessments.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the course 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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