

Advanced Diploma in Management Sciences: Business Administration (SAQA ID-111427)

**NQF Level 7
120 Credits**

Participant Profile

The Advanced Diploma in Management Sciences (Business Administration) was developed to meet the needs of both the public and the private with sectors for employees the appropriate critical, analytical and organisational knowledge and skills. The proposed curriculum will enable the graduate to competently apply and integrate theoretical principles, evidence-based techniques, practical experience and appropriate skills in an independent manner in a variety of settings. In this regard, the Advanced Diploma in Management Sciences (Business Administration) is targeted at persons in junior and/or middle management positions, as well as those aspiring to these positions who wish to increase their promotion prospects by acquiring this qualification.

Programme Structure

The Advanced Diploma in Management Sciences (Business Administration) is a learning programme which consists of 6 modules that are presented by way of lectures, group discussions, case studies and role plays offered on a part-time basis over 1 year. The weightings allocated to each assessment as well as the nature of the assessments for each module will be outlined in the respective study guides.

Learning Outcomes

Upon completion of the Advanced Diploma in Management Sciences (Business Administration), the learner will be able to:

- Apply knowledge of Organizational Behaviour in the work environment to improve employee performance and productivity;
- Resolve work-based problems in a scientific manner;
- Apply appropriate processes and tools to manage projects in the business environment, and
- Demonstrate an advanced understanding of the key principles, theories and practices in the following areas: Corporate Governance and Business Ethics, Advanced Strategic Management, and Advanced Financial Management.

Admission requirements

A Diploma in Management Sciences, specialising in Business Administration, or a related 360 credit NQF level 6 qualification.

Selection

Due to a limited student intake, applicants will be scored and ranked according to the marks attained for all final year modules. Initially, those with the highest rankings will be admitted into the programme. However, if spaces are still available in terms of the enrolment plan for the programme, then applicants who meet the minimum admission requirements will be admitted into the programme.

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Content of Modules

Module 1: Project Management

Introduction to Project management; The project lifecycle; Project management process; Project methodology; Project stakeholder management; Project time management; Project procurement management; Project resource management; Project cost management; Project quality management; Project Risk management

Module 2: Organisational Behaviour

Introduction to Organisational behavior; Managing demographic and cultural diversity in organisations; Individual differences and perception; Motivation theories; Managing groups and teams; Communication; Leadership; Conflict and negotiations; Organisational culture; Organisational change

Module 3: Research Methodology

Identifying a real world problem and developing a problem statement; Choosing a topic; Ethics in research; Information search and plagiarism; Qualitative, quantitative and mixed methods research; Developing aim and objectives; Literature review; Harvard referencing method; Questionnaire development

Module 4: Corporate Governance and Business Ethics

Defining corporate governance; Corporate and governance strategies; Composition, selection and functioning of the board of Directors; Financial and integrated sustainability reporting; Internal and external audits; Governance in other business entities; Ethics

Module 5: Advanced Strategic Management

Introduction to Strategic Management; Analyzing the various components of the changing business environment; Analyzing a company's resources and competitive position; Crafting business and corporate strategies; Diversification strategies for managing a group of businesses; Strategy, Ethics and Social responsibility; Culture and strategy; Crafting Strategies for competing in foreign (international) markets; Executing strategies

Module 6: Advanced Financial Management

The role and environment of financial management; Time value of money; Risk and return; Analysis and interpretation of financial statements (ratio analysis); Cost of Capital; Capital Budgeting; Sources of Finance; Dividend Policy

Concluding Remarks

Due to the dynamic nature of the South African business environment, the BSU reserves the right to make changes to its programmes where necessary. The presentation of a programme is subject to sufficient enrolment as determined by the BSU.