

UFS FORM 5: SHORT LEARNING PROGRAMME

SECTION A: CATALOGUE

CODE: HEQC/H06/EMS/GMP (Non credit-bearing SLP)

TITLE: General Management Principles

NQF LEVEL: 5

NOTIONAL LEARNING HOURS: 80

FORMAL CONTACT TIME: 16 hours of lectures, learning facilitation and assessment

LEARNING ASSUMED TO BE IN PLACE:

FETC or equivalent on NQF Level 4. Typically, learners will have at least one year of experience in the private or related sector for the recognition of prior learning.

OR

Any qualification in Economic and Management Sciences or other qualifications that are indicative of initial undergraduate management knowledge and skills.

LEARNING OUTCOMES:

Overall outcome:

The qualifying learners will be competent in applying general management principles at lower management levels in private and related institutions.

Specific learning outcomes of the short course:

Learners will be able to:

- Apply a holistic management process to ensure that the various management tasks are properly co-ordinated.
- Distinguish between the various management levels, roles and skills in organizations.
- Analyse the situational and stakeholder context in order to determine the management environment in which management has to take place.
- Apply the planning principles to ensure that proper goals and objectives have been set and the organisation knows where it is heading.
- Demonstrate competency i.r.o. decision-making principles in order to make the best possible decisions for the organisation.
- Implement organising as an important management function for effective management and to be organised to implement what is planned.
- Apply the principles of how to activate employees to get them in motion to implement what is planned. (This will include leadership, motivation and communication principles.)
- Demonstrate an understanding of the importance of control as a management function and how to apply it effectively and efficiently in the organisation.

BRIEF DESCRIPTION OF CONTENT:

1.	Introduction to General Management .Planning, organising, activating, control, decision-making, motivation, leadership and communication.	Contact sessions	14 hours
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2.	Planning as a basic management function, including objective setting.	Practical work	16
3.	Decision-making as additional management function.	Self study/ Individual assignment	48
4.	Organising as a basic management function, including the co-ordinating principles.	Written assessment	2
5.	Monitoring, Control and Evaluation	TOTAL	80 hours

CRITICAL OUTCOMES SUPPORTED BY SHORT LEARNING PROGRAMME:

- Problem solving
- Teamwork
- Collecting and organising information
- Effective communication
- Demonstrating an understanding of the world as a set of related systems

METHODS OF ASSESSMENT AND ASSESSMENT CRITERIA:

Learners will demonstrate their competencies by:

- The ability to apply sound management principles when confronted with a management problem.
- The development and management of a management related real life problem demonstrating the mastering of all learning outcomes.
- The submission of written reports on management cases for internal assessment.
- Making presentations about management issues.

These methods and tools include the following:

- Peer assessment with regard to their performances in a team.
- Assessment of presentations by the learning facilitators.
- Assessment of written reports and evaluations by the learning facilitators. Assessment learners' participation in peer groups and the learning facilitators

ORGANISING FIELD: 3

(1 = Agriculture and Nature Conservation)
(2 = Culture and Arts)
(3 = Business, Commerce and Management Studies)
(4 = Communication Studies and Language)
(5 = Education, Training and Development)
(6 = Manufacturing, Engineering and Technology)

(7 = Human and Social Studies)
(8 = Law, Military Science and Security)
(9 = Health Sciences and Social Services)
(10 = Physical, Mathematical, Computer and Life Sciences)
(11 = Services)
(12 = Physical Planning and Construction)

APPROVAL DATE: 5 May 2003

REVIEW DATE: 2008

DEPARTMENTAL OR PROGRAMME "HOME":

Unit for Small Business Development – self-sustained

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