

ADVANCED DIPLOMA IN MANAGEMENT SCIENCES: BUSINESS ADMINISTRATION

SAQA ID: 111427
NQF Level 7



PARTICIPANT PROFILE

The Advanced Diploma in Management Sciences (Business Administration) was developed to meet the needs of both the public and the private sectors for employees with the appropriate critical, analytical and organisational knowledge and skills. 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. Students are expected to attend 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. The program is offered over a period of one year.



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

Entry onto the Advanced Diploma will be granted to those applicants who have a Diploma in Management Sciences, specialising in Business Administration, or a related 360-credit NQF level 6 qualification.

APPLICATION AND SELECTION PROCESS AND CRITERIA FOR THIS PROGRAMME.

In addition, the selection and application process below will apply. All applicants are expected to:

- Complete an application form
- Complete all personal details
- Submit a short CV (3 pages)-work experience must be clearly outlined
- Submit clear certified copies of previous qualification/s completed
- Submit clear certified copy of ID and matric certificate

SELECTION CRITERIA FOR THIS PROGRAMME.

Applicants who meet the minimum requirements outlined above will be ranked in terms of their qualifications; the marks attained for the major subjects/modules in their qualifications, as well as their managerial experience, and those with the highest rankings will be accepted, with the number of students accepted per year being determined by DUT's approved enrolment plans for the Advanced Diploma.

PROGRAMME STRUCTURE

SEMESTER	CREDITS	NQF	ASSESSMENT METHOD
SEMESTER 1 (ALL COMPULSORY MODULES)			
Project Management	20	7	EXAM
Organizational Behavior	20	7	EXAM
Research Methodology	20	7	CA
TOTAL CREDITS SEMESTER 1	60		
SEMESTER 2 (ALL COMPULSORY MODULES)			
Corporate Governance and Business Ethics	20	7	EXAM
Advanced Strategic Management	20	7	EXAM
Advanced Financial Management	20	7	EXAM
TOTAL CREDITS SEMESTER 2	60		
TOTAL	120		