BUSINESS ADMINISTRATION MANAGEMENT COURSE

COURSE OVERVIEW

Creating and perpetuating a successful business has always been a challenge. And in the only-the-strong-survive world of modern business—rampant with new, ever-advancing technology—managers need unshakable knowledge, top-notch training, and a serious set of skills.

Management involves “the coordination of human, material, and financial resources to accomplish organisational goals.” Our course in business administration/management will provide that goal—focused training. You’ll get a thorough grounding in the theories and principles of accounting, bookkeeping, human resources functions and personnel management, coaching, leadership, general business management and project management. You’ll come away a whiz on how to budget, organize, plan, hire, direct, control, and otherwise manage various departments.

This course will also get you thinking and dealing with issues such as diversity, ethics, politics, and other dynamics that play a role in every work environment. You can most definitely count on problem-solving, theorising, and math-heavy number-crunching too. As a manager-to-be, you’ll also be required to develop a balance between sensitivity and fairness. You’ll need to be innovative, creative, and a good problem-solver. These qualities (and your winning personality) will put you on a path to successful management in any number of fields. Our course has been designed to cover all of the aspects related to being an Administration Manager.

COURSE ALIGNMENTS

- Aligned to Unit Standard 117111 NQF 3
- Aligned to Unit Standard 117156 NQF 4
- Aligned to Unit Standard 14515 NQF 6
- Aligned to Unit Standard 114943 NQF 3

DURATION

The course has been designed for completion within 4 - 6 months.

TARGET AUDIENCE

This course is designed to develop and update skills of potential, newly appointed and experienced supervisors, team leaders and managers, offering a choice of flexible, work based materials to improve individual and organisational performance.

KEY MODULES
1. GENERAL BUSINESS MANAGEMENT

This module provides an overview of the major functions of management. Emphasis is on planning, organizing, staffing, leading, and controlling. Upon completion, students should be able to work as contributing members of a team utilising these essential functions of management.

   a) Business Terms
   b) Effective Business Management
   c) Managerial Roles in Business

2. UNDERSTANDING FINANCIAL MANAGEMENT

Introduces students to the themes of financial decision-making. The module compares the financial objectives of the manager and the investor. Surveys the fundamentals of financial management from the viewpoint of the financial officer. Students gain an understanding of the time value of money, current asset management, risk management, financial leverage and analysis, capital budgeting, long term financing, capital markets, and the cost of capital.

   a) Introduction to Financial Management
   b) Finance for Non-Financial Managers

3. THE BASIC FUNDAMENTALS OF BOOKKEEPING AND SIMPLE ACCOUNTING

This module is an introduction to bookkeeping fundamentals and will suit those with no bookkeeping experience or knowledge. You will cover manual bookkeeping concepts and processes. We cover the concepts, modules and activities associated with bookkeeping, section by section. At the end of the chapter, you will understand what you are doing as well as why you are doing it. The module starts with the different terminology used in bookkeeping, and the definitions of the various books used and entries made in the books. The course then moves on to an extremely practical learning process. On completion of this section, the learner will be capable of starting off a set of books for a small to medium sized business, enter all the transactions in the various books of first entry, post the entries to the general ledger, balance accounts at month-end or year-end, and draw up a Trial Balance.

   a) Introduction
   b) Objectives
   c) Bookkeeping
   d) Double Entry System
   e) Main Accounting Terms
   f) Accounting Equation
   g) Advantages of Double Entry System.
   h) Journal Entries
   i) Accounts
   j) Rules Regarding Dr. And Cr. Entry
   k) Journal
   l) Ledger
   m) Trial Balance
   n) Methods of Preparing Trial Balance
SKILLS FOR BUSINESS DEVELOPMENT
TRAINING SOLUTIONS
012 376 4445

Objectives of preparing Trial Balance
Limitations of Trial Balance
Cash Book
Types of Cash Book
Simple Cash Book
Two Column Cash Book
Three Column Cash Book
Petty Cash Book.
Imprest System of Petty Cash Book.
Advantages of Petty Cash Book
Pass Book
Bank Reconciliation Statement
Causes for difference between Cash Book Balance and Pass Book Balance.
Need and importance of Bank Reconciliation Statement
Procedure for preparation of Bank Reconciliation Statement.
Single Entry System
1. Meaning
2. Features
3. Advantages
Ascertainment of Profit under single entry system
Defects of single entry system
Ascertainment of Profit under double entry system
Final Accounts
Trading Account
Profit and Loss Account
Balance sheet

4. LABOUR RELATIONS, PERSONNEL MANAGEMENT AND HUMAN RESOURCE MANAGEMENT

This module covers a contemporary approach to managing people in organisations. It enables the students to understand the concepts and roles of human resource management and planning within modern organisations.

Personnel Management
Knowledge Management
Recruitment Procedure and Fair Selection
Understanding the Labour Relations Act
Managing Employee Grievances
Managing Employee Conflict
Introductions to Appraisals
Skills Development Act
Codes of Good Practice
Understanding Accounting for Payroll

5. PRACTICAL PROJECT MANAGEMENT
An examination of project identification, selection, and planning. Students develop skills to manage projects using the latest planning, tracking, monitoring, and control techniques. This module has been designed to provide office professionals with the essential knowledge to effectively plan, implement and review projects.

What is a Project?

- Defining what we mean by project management
- Special features of projects
- Understanding why projects fail

The Project Life Cycle

- Identify a four-stage approach to managing projects
- Understand the value of the project life cycle
- Preparing and outlining the project

Defining a Project

- How to clearly define a project
- Setting and agreeing objectives, scope and constraints
- Recognise the need to manage project stakeholders
- Define roles and responsibilities in a project
- Appreciate the importance of team working within the project

Project Planning

- Basic planning tools and techniques
- How to make time and cost estimates more credible and realistic
- Establish a project communication strategy
- Simple risk management tools and techniques available to avoid surprises
- Creation of project documentation and data display methods

Implementing the Project

- Monitoring and controlling activities
- Taking corrective action to keep the project on track
- Dealing with requests for change
- Reporting progress

Closing and Reviewing a Project

- Understand the need for a controlled close to a project
- Measuring what actually happened against the plan
- Learning lessons - both positive and negative
- Closing down and moving on
6. PERFORMANCE MANAGEMENT

This section explores areas such as discriminatory behavior, human capital advantage, value systems, and the development of organisation culture. Performance management is a key tool for organisational success. Students examine holistic and integrated processes which have implications for a broad range of people management policies.

7. BONUS MODULE – MARKETING MANAGEMENT

Understanding the marketing process and commonly used tools in marketing is imperative for a student of Business Administration. Therefore, this course aims to familiarise the student with commonly used techniques in the collection and analysis of marketing management concepts.

OBJECTIVES

On achieving this qualification, the learner will:

- Develop administration systems to control resources and information
- Improve organization effectiveness by managing administration records and assisting others to do so
- Present information correctly through effective business writing including the developing of reports
- Have knowledge of the procedure for stock and fixed asset control
- Identify and manage service providers
- Comply with the organisation's ethics and code of conduct
- Set personal goals and develop and manage him/herself in a business context
- Be aware of how fraud can be present in an office environment and assisting in its control
- Display cultural awareness in dealing with customers and colleagues and utilizing the differences in a positive way to enhance the effectiveness and image of the organisation
- Identify and solve work related problems to aid the effectiveness of the organisation
- Apply efficient time management processes, procedures and techniques
- Be an effective team member and utilize diversity to its fullest capacity
- Become a knowledge worker and be able to monitor the media, conduct basic research and understand the global positioning of his/her organisation

PRICE/COST OPTIONS

**OPTION 1:** This course is priced at **R 3 890, 00** and includes all training material, examinations, certificates and shipment of material.

**OPTION 2:** **WE ARE NOW GOING GREEN:** This course is now available on CD for **R2 290, 00** which means that you will receive all your course content on CD and not as printed material. Help us save the planet by choosing this option.

**OPTION C:** **R1 490, 00**
Easy and convenient: Course content will be sent to you via email.

**Kindly note:** There are no payment terms. Training material is released within 3 - 14 working days after payment has been received as the cost is inclusive of all your training material, supplementary readers, assignments as well as the courier charges so we need to ensure that all costs are covered prior to the release of training material.

**ENROLMENT FOR THIS COURSE**

To enrol your delegate for this course, kindly e-mail Valerie at info@skillsforbusinessdevelopment.org or contact our office at 012 376 4445.