

PGD

Postgraduate Diploma in Business Administration

NQF Level 8

The qualification is intended for students with no or limited economic or management qualifications who hold a Bachelor's degree or an equivalent qualification from a recognised institution in other fields such as Geology, Pharmacy, etc. and are occupying managerial positions in the field of business. The rationale of the Postgraduate Diploma is to bring the knowledge and business understanding of these students on par before proceeding with a Master's degree in Business Administration or Business Leadership.

The careful selection of the modules for the Postgraduate Diploma in Business Administration makes it an interdisciplinary programme that better prepares students to function efficiently as managers of businesses. All modules are compulsory. There are no elective modules in the programme for this qualification.

WHAT IS THE PGD?

The Higher Education Qualifications Framework stipulates that the minimum admission requirement to a Master's degree should be a relevant Honours degree. This qualification is intended to bridge the gap for graduates from other fields who would like to register for a Master's degree in Business Administration or Business Leadership at a later stage but do not have the requisite foundational knowledge and skills from their formal qualifications. It intends to develop the ability of students to apply managerial competencies in workplace situations. It focuses on application that relates to decision making, resolving problems and interacting in a leadership style by unlocking the talents and establishing vital managerial competencies in others.

ADMISSION REQUIREMENTS

In order to be considered for admission, students must:

- Hold a three-year, 360-credit Bachelor's degree from an accredited institution
- Have at least two years' managerial experience
- Have access to a computer and the Internet. Please see eds online requirements

The student's academic record will also be considered. The Graduate School of Business Leadership may institute additional selection criteria as deemed.

PROGRAMME DETAILS

The programme duration is 12 months.

January intake: Semester 1: January - June
Semester 2: July - December

June intake: Semester 1: July - December
Semester 2: January - June

PROGRAMME MODULES

Economics for Managers

This module will focus on broad economic phenomena, economic theory and economic indicators influencing decision-making in organisations. The vital connection is decision making that should be followed based on economic changes.

Global Business Environment

An understanding of the complexity and interactiveness of the global business environment such as an analysis of the balance of payments, exchange rates and the global economy of trade and investment. Examples will originate from a developed, emerging and developing country context.

Stakeholder Management

In this module the focus is on stakeholder needs, building stakeholder group relations, evaluating and improving stakeholder group relations.

Decision Support Systems for Managers

In this module the focus is on the art and context of decision-making, how decision-making should take organisational dynamics and objectives into consideration and the techniques that should be used to improve organisational decision-making.

Value Chain Management

Students will have to apply the principles of the organisational value chain in their own organisation, whether it is a production or services organisation. These principles will also apply to private companies, public companies or other organisations such as not-for-profit organisations or NGOs.

Leadership and Organisational Behaviour

In this module the focus will be on the South African business environment and how leadership is applied out of a South African business perspective.

Accounting for Managers

The module will expose students to forms of business organisations, financial statements, ratio analysis, IFRS, working capital, cost behaviour, costing and pricing decision, C-V-P analysis, budgeting and budgetary control, and fundamentals of capital budgeting.

Information and Knowledge Management

In this module, the focus will be on the information and knowledge management process of gathering information, analysing information, communicating information and sharing information. The key issue is obtaining number fit information for decision-making.

Integrated Management Practice

This module focuses on the interdependence of functional disciplines within organisations.

STUDY SCHOOLS

All study schools are held in Midrand. Attendance is compulsory. Students will be advised about the venues well in advance. Students are responsible for their own accommodation, travel arrangements and expenses incurred while attending the study schools.

Interactive study groups

Each student is allocated to a study group comprising five or more members in a specific geographical area. In exceptional cases a group of less than five students may be allowed with the permission of the Programme Delivery Manager. Group members meet on a weekly basis for interactive study and the preparation of group assignments. These sessions usually last a few hours. International students as well as students residing in remote areas will be allocated to "virtual groups", which will function largely by using electronic media such as the eds online, e-mail, Internet, fax and telephone.

ASSESSMENT

Formative assessment (assignments)

The residential and self-tuition components of the programme are supported by two study group assignments. Group assignments count towards a year mark, which forms part of the final evaluation of the student. This will give students time to assimilate the theoretical and practical principles learnt and give them the opportunity to apply these principles in a working environment.

Summative assessment (examinations)

Each semester ends with one two-hour open book examination per module. Examinations will be held at centres designated by Unisa. Examination eligibility will be determined according to the rules and procedures applicable to the PGD. To pass an individual module, a student must obtain the following:

An examination mark of at least 40% for the module and a final, weighted-average mark of at least 50% for the module, where the weights for the final mark are as follows:

- Examination mark 60%
- Year mark 40%

ELECTRONIC DELIVERY SYSTEM (EDS ONLINE)

Trial and contact with the SBL, academics and fellow students are provided through eds online, 24 hours a day. All study guides and other material supplied by the SBL are available through eds online. Assignments are submitted electronically. Students will work on common projects, share ideas, information and understanding, and create new ideas or solutions. Students can use eds online to interact with their own groups and also with other students, groups and academics. Using eds online means that distance between students, members of their group and the SBL becomes irrelevant. Advantages of eds online over conventional printed materials:

- It improves access to the programme.
- It teaches students more about business in conjunction with the latest computer technology.
- Students acquire knowledge about technology and how to utilise it in business.
- The electronic delivery makes communication efficient.

Requirements: eds online

Students will be required to have access to a computer and the internet with Microsoft Office, Adobe Reader, Internet Explorer 7 or higher or Firefox or Safari.

In the interests of speed of contact, quality of delivery, and of developing a truly computer literate manager, all students are strongly encouraged to make use of eds online.

Language Medium

Prescribed material is available in English. Students should submit assignments and do examinations in English. The language medium for study schools is English.

APPLICATION FOR ADMISSION

Application for admission must be made from October (January intake) or April (June intake) each year. The closing date for applications is during December (January intake) and June (June intake) of the same year. No late applications will be considered. Successful students will be notified by e-mail not later than end of January of the following year (January intake) and June (June intake).

The application form is included in this brochure or visit the SBL website: www.sblunisa.ac.za. A clear photocopy of the form can be used. All correspondence will be done via e-mail. Please ensure that all details are correctly recorded on the application form. Once admission is approved, student registration will take place from December to mid January (January intake) or June to mid July (June intake).

Study material and required textbooks

A student's registration must be finalised by the Administration of the University before any textbooks can be issued. All compulsory textbooks are supplied upon registration. Study information is only available on the eds online and can be accessed after registration is finalised. Instructions on how to use the eds online will be sent to you after registration.

CONCURRENT REGISTRATION

Concurrent registration at two or more universities is not permitted without the permission of all universities.

PROGRAMME STARTING DATES

This programme will commence in January and June of each year.

COMPLETION OF QUALIFICATION

Students will have a maximum of 2 years in which to complete the whole PGD curriculum successfully. No credits will be carried forward after this period. Upon completion of the programme, a student will receive the Postgraduate Diploma in Business Administration, conferred by the University of South Africa.