



**Honours (Higher) Diploma  
on  
Business Administration**



## **Study and training to become a successful, knowledgeable business person, manager, administrator, executive or entrepreneur.**

This excellent Programme covers the many vital which need to be understood, and which managers and business people, owners and the personnel of organisations need in order to ensure they conduct their work and duties effectively, and in order to ensure the business is profitable and successful. Covering a very wide range of business topics, this Honours Diploma Programme provides the practical knowledge, understanding and ability which is needed for career development and managerial success. The possession of an Honours Group Diploma demonstrates knowledge and ability and indicates that the holder has the competence, understanding and potential to become a successful middle or senior manager, administrator or executive.

The Programme comprises of four mandatory 'courses', as follows:-

### **Compulsory/Mandatory:**

- Business Management & Administration
- Commercial Practice & Law
- Management & Administration
- Advanced Management & Administration Theory & Practice

*(This Honours Diploma Programme in Business Administration also gains complete Study Exemption from the First Study Year of the 2-year ABA and the First Study Year of the 3-year EBA Programmes.)*

### **Summarised details of each course comprising the Honours Diploma: -**

#### **BUSINESS MANAGEMENT & ADMINISTRATION**

- Capital and the financing of businesses, sources of capital, share issues.
- Working capital, cash and funds flow; revenue, income, expenditure, overheads.
- Business units: sole-proprietors, partnership firms, limited liability companies.
- Board of Directors, formation, responsibilities and duties.
- Business organisation; structure, reporting, spans of control.
- Business environment, trading enterprises; factors in business location.
- Planning and forecasting in business, the business plan; starting or taking over a business.
- Budgeting and budgetary control, the master budget and sub-budgets.
- Management of personnel: recruiting, selecting, inducting, training, controlling, remunerating.
- Motivation, human resources; health and safety in the workplace, communication, job analysis.
- Principles of selling, sales and marketing management, market research, sales promotion.
- Prices and pricing policy.

- Office management, office organisation, set-up, equipment, data and information.
- Production management, production methods, materials handling.
- Credit, credit control, credit limits and bad debts; discounts: trade, quantity, others.
- Stock and inventory control, stocktaking. Purchasing and resourcing, suppliers.
- Financial accounting, books of account, interpretation, accounting ratios.

## **MANAGEMENT & ADMINISTRATION**

- Modern management -its meaning and purpose; the functions of management and administration.
- Managers and subordinates - relationship and roles; maintaining good relations.
- The importance of communicating, team building, supervising workgroups.
- An organisation's culture, cultural development and effects, the impact and influence of managers.
- Quality control - concept and importance; setting and maintaining standards; types of standard.
- Responsibilities and obligations of management to staff, to customers, and to the wider community.
- The management of change, changes in activities due to seniority and increases in authority.
- Structural organisation of businesses, designing and maintaining organisation charts.
- Organisational growth, the management of and need for delegation; workgroups, spans of control.
- Effective communication: oral, unspoken, written; vertical and horizontal communication.
- Two-way communication, removing communications barriers, external sources of communications.
- The technical and human aspects of management and administration - the range of skills needed.
- Management and employee development.
- Strategy and planning: short-term and long-term, forecasting, setting standards.
- Budgets, budgeting and budgetary control; the business environment.
- Organisation and management (O & M studies) - aims and assessment.
- Leadership in organisations, leadership styles and theories; improving leadership ability.
- Manpower planning, work specialisation; the steps, activities and managerial aspects of recruiting, selecting, inducting, training, remunerating and controlling personnel; employee counselling.
- Management styles, teams and team management, individual and organisational goals.
- Motivational theory, theorists, intrinsic and extrinsic motivation; relevance to management.
- Industrial relations: trade unions, staff associations, joint consultation, collective bargaining, personnel policy, remuneration policy.

- Health & safety, training and responsibilities, employee counselling.

### **COMMERCIAL PRACTICE & LAW**

- Modern commerce and trade; the modern commercial environment.
- The development and evolution of commerce and trade.
- Modern business, the role of money and banking, transport, hospitality, insurance, law and communication.
- The types of economies in which organisations transact business and operate.
- Sources and categories of law: constitutional, customary, common, statute, case law.
- Criminal and civil law.
- Commercial law, the law of contract: an offer, an acceptance, the financial consideration.
- Terms and conditions of trade; what they are, standards, how they are presented.
- Credit and credit transactions, affects on cash flow and liquidity, risks associated with credit, credit management.
- Transactions and documents used in business - layout, content, interpretation, preparation.
- Types of business: sole-owners, partnerships, limited companies.
- Financing companies; matters relating to ownership, capital, shares, shareholders, share certificates, shareholders' agreements.
- Legal obligations of company directors, the company secretary duties, annual returns, general meetings.
- Tort liability for defective goods, product liability and the law, the law relating to defective services.
- Employment law, health and safety in the workplace, legal protection of employees against dismissal, redundancy and discrimination.
- The law of agency, the creation of agency, the rights and duties of agents and principals.
- Intellectual property law.
- Transfer of ownership, performance, legal remedies for breach of contract and of confidence.

### **ADVANCED MANAGEMENT & ADMINISTRATION THEORY & PRACTICE**

- The evolution of management theory, principles of management.
- The classical and early theorists; Fayol, Weber, Taylor, Mayo, scientific management, authority, discipline, modern developments.
- Organisational theory: objectives, categories, ownership, environmental factors and interaction.
- Open and closed systems theory.
- Coordination, cooperation, structure, control.
- Communication and communication theories and channels.

- Organisational structures, planning, growth and development, organisation charts.
- Systems and system diagrams.
- Duties and responsibilities of executives, delegation, responsibility.
- Mission, vision, values, MBWA.
- Motivational theory: human relations, social psychology; self-realisation, motivation-hygiene, expectancy theory.
- The theories of Argyis, Maslow, McGregor, Likert, Herzberg, Vroom, Handy; intrinsic and extrinsic factors.
- Leadership theory: traits, style, contingency; theorists.
- Building and developing workgroups, group behaviour, norms, cohesiveness.
- Managing change, creating and managing culture.
- Moss Kanter, learning organisations and entrepreneurship.
- Strategic management; the theories of Fayol, Chandler, Andrews, Ansoff, BCG, Porter, SWOT.
- Environmental and competitive barriers to entry, industrial competitiveness.
- Corporate objectives, policies, business ethics, social responsibilities.

