

certificate in **MANAGEMENT** **PRACTICE**



This course gives you an opportunity to get credits for subjects that will form part of the first year curriculum for the 10 National Diplomas offered by the Business Faculty of Cape Peninsula University of Technology (CPUT) (including Office Management, Sports Management, Management, Human Resources Management and Retail Management).

Entrance qualifications:
Grade 12 or equivalent

Assessment:
Theory & Practical examinations

Duration:
1 year full-time (theory, tutorials and practical classes)

CONTENT

End-User Computing

- Module 1 – Operating Systems: Windows 2000
- Module 2 – Presentations: PowerPoint 2000 / XP
- Module 3 – Word Processing: MS Word 2000 / XP
- Module 4 – Spreadsheet design and modeling: Excel 2000 / XP
- Module 5 – Data Management: Using Microsoft Access 2000 / XP
- Module 6 – Introduction to the Internet

Management 1

- Module 1 – Managing and Managers
- Module 2 – Schools of Management
- Module 3 – Planning the First Management Function
- Module 4 – Problem Solving and Decision Making
- Module 5 – Organising
- Module 6 – Leading
- Module 7 – Controlling

Communication Science 1/Business Communication

- Module 1 – Introduction: The Nature of Communication
- Module 2 – Introduction to the Nature of Communication Theory
- Module 3 – Communication Models
- Module 4 – Levels of Communication
- Module 5 – Communication Problems
- Module 6 – Code Systems
- Module 7 – Types and Forms of Communication
- Module 8 – Communication by Objectives
- Module 9 – Communication Skills
- Module 10 – Practical Application

English 1 (PR)

- Module 1 – Information Gathering
- Module 2 – Information Access
- Module 3 – Information Processing
- Module 4 – Researching and Writing a Report
- Module 5 – The Nature of Information
- Module 6 – Analysing and Interpreting Information
- Module 7 – Research Etiquette and Ethics
- Module 8 – Conducting Interviews
- Module 9 – Complex Information Environments
- Module 10 – Organisational Communication: Employee Communication and Customer Communication
- Writing for External Publics

Practical Exercises

1. Oral Communication
2. Writing of Speeches
3. Reviews
4. Group Communication

Personnel Function 1

- Module 1 – Human Resources Management: Introduction
- Module 2 – Business Psychology
- Module 3 – Dealing with Individuals
- Module 4 – Personal Relationships on the Job
- Module 5 – Dealing with Small Groups

