

SHORT & CERTIFICATE COURSES

**WITS PLUS**

## FUNDAMENTALS OF MANAGEMENT

Join us on the Wits Campus for our evening class in *Fundamentals of Management*.

The programme will be offered over a semester period, starting in February at the University of the Witwatersrand, Johannesburg.

The lecturers are highly qualified specialist lecturers from the School of Economic and Business Sciences (Faculty of Commerce Law and Management).

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W [www.wits.ac.za/part-time](http://www.wits.ac.za/part-time)

### TARGET MARKET

People working in or wanting to enter the Management field who want to develop their knowledge in this area and acquire basic management skills will benefit from this programme.

### ENTRY ADMISSION REQUIREMENTS

English competency and a senior certificate or eligibility for mature age exemption.

### OBJECTIVES

Students will:

- Identify basic managerial responsibilities
- Differentiate between the concepts of leadership, management and supervision
- Learn how to implement skills such as delegating, objective setting and problem solving
- Demonstrate an ability to manage staff performance
- Understand the role and importance of leading by example
- Ability to supervise oneself
- Have the knowledge to be able to manage staff performance

### COURSE CONTENTS

- Leadership, management and supervisory roles
- Managerial skills
- Setting objectives for self and staff
- Self management including time management
- Performance management
- Conflict management

### METHOD OF EVALUATION

Submission of written assignments and tests and a 3-hour examination. Assignments/tests comprising the course work carry a 50% weighting and the exam carries a 50% weighting.

## LENGTH OF THE COURSE

Lectures will take place once a week over 12 weeks and the duration of each lecture will be two hours. There will be a total of 24 contact hours of face to face teaching plus a two hour revision lecture and then the examination.

## COMMENCEMENT DATES

### Semester 1: February:

Mondays 17:30 – 19:30

### Semester 2: July:

Mondays 17:30 – 19:30

## FEES & METHOD OF PAYMENT

R12 650.

The fees for all courses are the responsibility of the individual attending the course. All fees must be paid prior to registration. Payment can be made by electronic payment or bank deposits. You will then need to bring your original proof of payment to Registration day, dates will be provided in your acceptance letter.

## VISITORS ACCESS

All short course participants are issued with a Visitors Access Card at a cost of ±R140. Parking disc fees also apply: arrangements need to be made with the parking office. You may park in student parking on the Braamfontein Campus West.

## CANCELLATION OF THE COURSE

Wits Plus courses offered over one semester:

- Cancellation before commencement of lectures will result in an administration fee of 15% of the total course fee regardless of the reason.
- Cancellation after commencement of lectures will result in liability for the full amount of the course fees regardless of the reason.

## WHO ARE THE LECTURERS?

Full-time lecturers in the Department will lecture on this programme or lecturers with appropriate experience and qualifications will be approved to lecture by the School.