

MANAGEMENT



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University of Technology
creating futures

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Making Knowledge Useful

IFC and Pg. 35



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We empower people

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'Finding Solutions for Africa'

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MANAGERS oversee the smooth running of a business. They plan, organize, structure and exercise control in organizations.

All employees have a set of tasks to complete. Managers, to whom they have to report the progress or results of their work, delegate these tasks to them. Tasks are thus constantly completed in an organized manner to reach their goals.

All managers fulfill tasks for which they are specifically suited and trained for. The different managers have different work circumstances and different tasks e.g.:

FINANCIAL MANAGER - The financial manager does careful planning of a company's capital requirements and decides upon the best way to finance these requirements in order to make a profit.

The financial manager is the head of the financial division of a company. He records financial information, analyses, interprets and reports it to the people who are concerned with it for example the managing director, the bank manager and the share holders of the company.

The financial division provide important information on a company's performance

GENERAL MANAGERS handle personnel functions, marketing, finance, production and administration. They are not specialists in a specific field, but with the broad background knowledge of their training, they can work in most subsections of a company.

MARKETING MANAGERS organize, plan, control and co-ordinate all the marketing activities in an organization.

PRODUCTION MANAGERS are responsible for budgeting, scheduling and activating the production process.

PURCHASING MANAGERS do purchasing for organizations and negotiate with suppliers about the prices of items that have to be bought.

PERSONNEL MANAGERS work with matters concerning personnel, for example selection and interviewing, salaries and leave.

Successful managers have to be self-disciplined, responsible and presentable. They must also be positive, enthusiastic and good listeners. Managers must be able to work well with people and must have leadership abilities and good communication skills.

RECOMMENDED SCHOOL SUBJECTS

Mathematics, Business Economics, Economics and Accounting.

ADMISSION REQUIREMENTS

UNIVERSITY: A Senior Certificate with matric exemption.

UNIVERSITY OF TECHNOLOGY: A Senior Certificate or equivalent qualification.

Students may be subjected to a placement test.

TRAINING

UNIVERSITY

A person who wants to study at a university, can do a BCom degree with management directed subjects like Human Resources, Information Management, Marketing Management, Sport Management etc.

UNIVERSITY OF TECHNOLOGY

A three-year NDip: Management.

A four-year BTech: Management degree.

Other specialized management courses include Office Management and Technology, Project Management, Public Relations Management, Retail Management, Small Business Management to name a few.

OTHER TRAINING INSTITUTIONS

Persons who want to improve their training as managers, but do not want to study full-time, can consider training at a correspondence college or university (UNISA).

WORK OPPORTUNITIES

Every organization needs managers. Persons, who received training as managers, can start their own businesses if they have the necessary insight and motivation. Such persons have the necessary knowledge to start and manage any small to medium size company to become an entrepreneur, general manager or business owner.

MANAGEMENT

BUSINESS ADMINISTRATION

This programme caters for graduates/diplomats who wish to be promoted or those who wish to run their own business. It is a general business management programme.

ADMISSION REQUIREMENTS

A three-year technical, scientific or non-management qualification. Applicants must have at least 3 years' practical experience in a supervisory or managerial position.

QUALIFICATIONS

BTech: Business Administration.

CORPORATE ADMINISTRATOR

The Companies Act requires that all companies have a Company Administrator to sit on their Board of Directors. The Company Administrator's functions would include, among other duties, to ensure that the Companies Act is complied with in all respects. The BTech Corporate Administration provides specialisation in financial accounting and corporate law and would equip the student for the business world and to fulfil the role of the Company Administrator.

ADMISSION REQUIREMENTS

A National Diploma or equivalent, with majors in Financial Accounting and Corporate Procedures or equivalent. Applicants are selected in order of academic merit and will have to undergo interviews and competency tests.

RETAIL BUSINESS MANAGEMENT

The retail business manager determines all the activities in the sales of goods and services to the consumer. These activities include shopping centre management, purchasing, customer service, promotion and pricing.

ADMISSION REQUIREMENTS

The admission requirement is a Grade 12 certificate or an equivalent qualification.

Various university degrees can be followed, depending on which career the candidate intends to follow.

TRAINING

UNIVERSITY

BA (Marketing Communications)
B.Bus.Sc (Bachelor of Business Science)
BCom (Marketing Management)

UNIVERSITY OF TECHNOLOGY

National Diploma: Retail Business Management
BTech: Retail Business Management
MTech: Entrepreneurship

CAREER OPPORTUNITIES

Retail business management offers a challenging and exciting career in the private sector. There is a great demand for experts in the retail business. This qualification also offers the opportunity to start your own business.

SMALL BUSINESS MANAGEMENT

The programme is designed to develop the learner's skill towards strong managerial strategies and offers a competitive edge to future leaders in business and industry.

ADMISSION REQUIREMENTS

A Grade 12 certificate or equivalent qualification.

RECOMMENDED SUBJECTS

English, Accountancy or Mathematics.

TRAINING

UNIVERSITY

BCom (Entrepreneurial Management)

UNIVERSITY OF TECHNOLOGY

National Diploma: Small Business Management



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Central University of
Technology, Free State

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UNIVERSITY OF
KWAZULU-NATAL

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Together in Excellence

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