

# Diploma in Management Studies - LC 200

## 1. Objectives

The overall aim of this programme is to equip students with the necessary skills, concepts and tools in management.

The specificities of this programme are as follows:

- ◆ It will be delivered on mixed mode basis, i.e., face to face tutorials after office hours, print-based distance education materials and online learning.
- ◆ Students will be granted exemption if ever they want to upgrade to a BSc (Hons) in Management programme.
- ◆ Since the programme targets working people, students will benefit from a learning environment which will be rich with their peer's experiences and knowledge.

## 2. Programme Requirements

Credits in five (5) subjects at 'O' Level including Mathematics **and** 2 GCE 'A' Level passes. Preference will be given to applicants with relevant experience and each case will be considered on its own merits.

## 3. Programme Duration

	<b>Normal</b>	<b>Maximum (under flexible)</b>
Diploma (Part-Time):	3 (Years) (6 Semesters)	7 (Years) (14 Semesters)

4. **Credits per Semester:** Minimum 6, Maximum 12 subject to regulation 1.3.

5. **Minimum Credits Required For the Award of Diploma:** 63

## 6. Assessment

All modules will carry 100 marks and will be assessed as follows:

Assessment will be based on a written examination of 2-hour or 3-hour duration as specified and continuous assessment carrying 20% to 30% of total marks, except for a module. Continuous assessment will be based on assignments but should include at least one class test.

For a student to pass a module, an overall total of 40% for Continuous Assessment and Written Examination components would be required without the minimum thresholds within the individual continuous assessment and written examination.

All modules carry equal weighting, i.e., of 3 credits.

## 7. List of Modules - Diploma in Management Studies - 63 credits

### CORE MODULES

Code	Module	Hrs/Wk	Credits
MGT 1111	Organisation & Management	D.E.	3
ECON 1111	Microeconomics	D.E.	3
COMS 1010	Communication Skills	D.E.	3
CSE 1010e	Introduction to Information Technology	D.E.	3
ECON 1211	Macroeconomics	D.E.	3
MGT 1201	Organisational Behaviour	D.E.	3
QM 1101	Introduction to Quantitative Methods	D.E.	3
STAT 1010	Statistics	D.E.	3
ACF 1300	Introduction to Accounting	D.E.	3
MGT 1200	Introduction to Marketing	D.E.	3
CDL 2010	Entrepreneurship	D.E.	3
ACF 1302	Introductory Finance	D.E.	3
LAWS 1105	Introduction to Law and Legal Methods	D.E.	3
MGT 2101	Human Resource Management	D.E.	3
CDL 3010	Marketing Management	D.E.	3
CDL 3011	Small Business Management	D.E.	3
CDL 3012	Productivity Control and Management	D.E.	3
CDL 3013	Introduction to Strategic Management	D.E.	3
MGT 2222	Employee Relations	D.E.	3
-	2 from Optional/GEM List		2 x 3

### Optional/GEM Modules

COMS 1202:	Principles of Public Relations
LAWS 3204:	Industrial Relations Law
ACF 2207:	Public Sector Budgeting
MGT 2102:	Ethics and Moral Philosophies
MGT 3107:	Total Quality Management
LAWS 1107:	Administrative Law
SOCI 1101	Understanding Society

### Important Note:

Modules will be offered subject to availability of resources. If critical mass of students is not attained, some modules may not be offered.

CPDL reserves the right to change the order in which the modules are offered and to add to/or remove from the list of Optional/GEM modules.

As electives, students are strongly advised to take Administrative Law.

## 8. Programme Plan - Diploma in Management Studies

LEVEL 1							
Semester 1				Semester 2			
Code	Module	Hrs/Wk	Credits	Code	Module	Hrs/Wk	Credits
<b>CORE</b>				<b>CORE</b>			
MGT 1111	Organisation and Management	D.E.*	3	CSE 1010e	Introduction to Information Technology	D.E.	3
ECON 1111	Microeconomics	D.E.	3	ECON 1211	Macroeconomics	D.E.	3
COMS 1010	Communication Skills	D.E.	3	MGT 1201	Organisational Behaviour	D.E.	3
LEVEL 2							
Semester 1				Semester 2			
Code	Module	Hrs/Wk	Credits	Code	Module	Hrs/Wk	Credits
<b>CORE</b>				<b>CORE</b>			
QM 1101	Introduction to Quantitative Methods	D.E.	3	STAT 1010	Statistics	D.E.	3
ACF 1300	Introduction to Accounting	D.E.	3	CDL 2010	Entrepreneurship	D.E.	3
MGT 1200	Introduction to Marketing	D.E.	3	ACF 1302	Introductory Finance	D.E.	3
				LAWS 1105	Introduction to Law and Legal Methods	D.E.	3
LEVEL 3							
Semester 1				Semester 2			
Code	Module	Hrs/Wk	Credits	Code	Module	Hrs/Wk	Credits
<b>CORE</b>				<b>CORE</b>			
MGT 2101	Human Resource Management	D.E.	3	CDL 3012	Productivity Control and Management	D.E.	3
CDL 3010	Marketing Management	D.E.	3	CDL 3013	Introduction to Strategic Management	D.E.	3
CDL 3011	Small Business Management	D.E.	3	MGT 2222	Employee Relations	D.E.	3
<b>ELECTIVES</b>	Choose one from Optional/GEM list	-	3	<b>ELECTIVES</b>	Choose one from Optional/GEM list	-	3

\* D.E. – One-hour weekly tutorial sessions.

## **9. Outline Syllabus**

### **MGT 1111 - ORGANISATION & MANAGEMENT**

Management Concepts and Functions. Development of Management Theories. The Internal and External Environments of the Organisation. Social Responsibility and Ethics in Management. Managerial Decision Making. The planning Process. The nature of Organisation Structure. Organisational Control. Contemporary issues in Management. Management in Future.

### **ECON 1111 - MICROECONOMICS**

The Economic Framework; Nature & Scope of Economics; Economic Goals and Problems; The Market and Allocation of Resources; Role of the Market; Market Mechanisms; Economic Systems Cost and Utility.

### **COMS 1010 - COMMUNICATION SKILLS**

Writing skills, non-verbal communication, modes of speech delivery and presentation aids, speeches, perception and listening skills, business and technical writing.

### **CSE 1010e - INTRODUCTION TO INFORMATION TECHNOLOGY**

IT and Computers; Stepping in the Computer; Input and Output Devices; Secondary Storage; Programming; Systems Software; Applications Software; Systems Development; Computer Networks; The Internet; Computer Security; Software Utilities; Issues and Trends in IT.

### **ECON 1211 - MACROECONOMICS**

Macro-Economics Policy; Measurement and Determination of National Income; Fiscal Policy; Theory of Money; International Economics.

### **MGT 1201 - ORGANISATIONAL BEHAVIOUR**

Overview of organisational behaviour. Managerial work, skills and functions. The individual in organisations: ability, skills, perception and attitudes. The individual: personality, job satisfaction. Learning and behaviour modification. Motivation: theories and practice. Leadership. Organisational structure and culture. Work groups and work teams. Work design: Re-engineering, productivity, TQM. Communication, power and politics. Social responsibility and ethics in OB.

### **QM 1101 - INTRODUCTION TO QUANTITATIVE METHODS**

Mathematics: Revision of Basic Mathematics, Introduction to Set Theory, Function and Graphs, The Derivative and its Application, Integration, Progressions and Series, Binomial Expansion: Permutation and Combinations.

### **STAT 1010 - STATISTICS I / INTRODUCTORY STATISTICS**

Introduction to problems involved in the handling of data; Collection of data including Sample Design; Organisation and Presentation of Data; Measures of Central Tendency; Measures of Dispersion; Measures of Skewness; Introduction to Probability Theory.

### **ACF 1300 – INTRODUCTION TO ACCOUNTING**

The Role of Accounting Information; Recording and Summarising Transactions; Accounting Concepts & Preparing Final Accounts; Adjustments to Final Accounts; Capital v/s Revenue Expenditure; Bank Reconciliation Statement; Accounting Ratios; Accounting for Internal Decision Making Techniques; Elements of Cost; Costing Methods & Techniques; Decision Making Techniques; Accounting for Manufacturers; Budgets

**MGT 1200 - INTRODUCTION TO MARKETING**

Understanding marketing, The Marketing Environment, Information Systems & Marketing Research, Customer Buying Behaviour, Segmentation, Target Marketing & Positioning, The Marketing Mix: Product, Price, Place, Promotion. Strategic Planning.

**CDL 2010- ENTREPRENEURSHIP**

Identification, development and function of the entrepreneur within a free enterprise system. Entrepreneurship style with respect to motivation, interpersonal orientation, role perception, work-related experience. Entrepreneurship and Business Organisation. The entrepreneur as a 'catalyst' in economic development.

**ACF 1302 – INTRODUCTORY FINANCE**

The Financial System; Capital Markets; An Analysis of the Mechanisms of the Financial System in the Economy: Theory and Current Statistics; Time value of money; Capital Budgeting: an introduction; Valuation of Financial Assets; Bond Analysis: an introduction; Risk, Return and Diversification; Efficient Market Hypothesis; Multinational Finance: an introduction.

**LAWS 1105 - INTRODUCTION TO LAW & LEGAL METHODS**

Law and other social sciences. Sources of Law. Distinction between public and private law. Criminal and civil law. Role of law. Common Law and Civil Law Systems. Case Law techniques. Statutory interpretation

**MGT 2101 - HUMAN RESOURCE MANAGEMENT I**

History Evolution and Developments - Background and Role. Strategy and Culture in HRM - Environmental Approach. Job Analysis and Human Resource Planning. Recruitment and Selection. Performance and Reward Management. Training and Development. Case Study.

**CDL 3010 -MARKETING MANAGEMENT**

Development of the four P's in marketing; ie Product, Price, Place and Promotion. Product Planning, Diffusion of Innovation and the Product Life Cycle; Pricing considerations and pricing methods. The Promotional Mix: personal selling, advertising, sales promotion. Public Relations and the emergence of direct marketing. Distribution Strategies: channel intermediaries and channel decisions. Customer Relationship Management. Formulating and Evaluating a Marketing Plan

**CDL 3011 - SMALL BUSINESS MANAGEMENT**

Challenges confronting managers of small business. Starting a small business. Organising the enterprise, marketing; production and operations management, administrative and financial controls. Problem areas will include financial planning product strategies, pricing, credit policing, inventory control and capital budgeting.

**CDL 3012 - PRODUCTIVITY CONTROL AND MANAGEMENT**

Productivity and Quality Management as key items on organisation's agenda. Various theories on Productivity and quality; concepts of re-engineering.

**CDL 3013 - INTRODUCTION TO STRATEGIC MANAGEMENT**

Top Management perspective: mission, vision, goals. Elements and process of strategic planning. SWOT analysis. Strategic planning systems.

**MGT 2222- EMPLOYEE RELATIONS**

Industrial relations system, collective bargaining. Unions, management and the workplace. Industrial democracy. Industrial conflict, Disputes and Strikes Management styles and pay structures. Unions and Productivity.

**COMS 1202- PRINCIPLES OF PUBLIC RELATIONS**

Introduction to press and public relations. Definitions, objectives, means and techniques. Promoting the firm, its products and services with the general public or a specific audience. The process of PR. Components of a firm's image. Identifying target audiences. Internal Communication. Use of press releases, conferences and sponsorship.

**LAWS 3204 - INDUSTRIAL RELATIONS LAW**

History of Industrial Relations law in Mauritius; The Institutional Right to join Union; Collective Bargaining; Collective Agreement; Industrial Disputes.

**ACF 2207 - PUBLIC SECTOR BUDGETING**

Principles of budgetary process and innovations in budget preparation, including performance budgeting, program budgeting and zero base budgeting. Emphasis is given to the role of the budget process as a tool for financial control, improving program performance and policy making.

**MGT 2102-ETHICS AND MORAL PHILOSOPHIES**

Ethics in business. Ethical decision making. Social duty of business. Implications of Friedman's Philosophy. Culture and ethical philosophies. Whistle blowing. Duties of the employer. Ethics and people management.

**MGT 3107- TOTAL QUALITY MANAGEMENT**

Quality definitions and history. Business Excellence Model- MBNQA. Total Quality Management. Quality Leadership. Quality Standards: ISO 9000. Organising for TQM. Quality Planning and Error Presentation. Team building and quality. Training for quality. Quality improvement and communication. Quality tools and techniques. Cost of Quality. Benchmarking.

**LAWS 1107- ADMINISTRATIVE LAW**

Nature, availability and scope of Judicial Review; Review for Errors of Law and Jurisdictional Defects; Exercise of Discretion; Procedural Impropriety; Validity of Unlawful Administrative Action; Remedies; Decisions of the Service Commissions; Liability of Public Authorities and Public Officers; Redress for the Citizen; Administrative Law and Principles of Good Administration

**SOCI 1101 – UNDERSTANDING SOCIETY**

January 2010