



Business Administration

Post Graduate Diploma (PGD)

The PGD is your stepping stone towards a successful business leadership career. It will broaden your business and management perspective, providing you with the tools to effectively lead as you journey towards the upper-echelons of the business sphere. This PGD gives you access to continue with your studies towards an MBA or MBL, providing that you meet the admission requirements of the programme of choice.

Annual Tuition

\$200

Course Duration

Full Time: 9 Month average

E-mail: admissions@elbc-edu.org.uk

Admission requirements

- Three-year, 360-credit Bachelor's Degree or National Higher Diploma or Advanced Diploma (accredited by the CHE or from an accredited institution) (supply a copy of degree as well as transcript, indicating the symbol or percentage obtained for each module and indicating whether or not the qualification was completed.) For this qualification applicants must have a 60% average score.
- Original documentary proof of at least two years' managerial or professional work experience (eg a letter from your employer on an official letterhead), indicating your period of service or a certificate of service. If you operate your own business, the statement can be made by your auditor, accountant, attorney or partner
- A recent Curriculum Vitae
- A two-page double-spaced document motivating why you want to obtain a PGD degree. You have to certify that this motivation is your own work and prepared solely by you for the application process.
- A recommendation letter from your employer which supports your application selection and acknowledging your study obligations, using the guidelines below.
 - Name of employer
 - Job title (eg Managing Director)
 - Company
 - Address
 - Recommendation
 - Acknowledgement
 - Signature
- Supply a clear copy of Identity Document or Passport.

PGD Programme Modules

Postgraduate Diploma in Business Administration Modules

Semester 1

Economics for Managers

Students who complete this module will be able to explain economic phenomena that influence business organisations. They will be able to predict the effect of changes in economic variables; analyse the impact of economic changes on specific business organisations; and revise business decisions by monitoring changes in economic phenomena.

Value Chain Management

Students who complete this module will be able to manage value chains for effective organisational functioning. Effective management of the value chain as a system is vital for continual upgrading and improvement.

Leadership and Organisational Behaviour

Students who complete this module will be able to lead and manage individuals and teams, and contribute to effective leadership within organisations. They will gain knowledge, values, attitudes, skills and competencies that will enable them to analyse and solve problems related to current leadership challenges in the workplace.

Accounting for Managers

Students who complete this module will be able to interpret and evaluate the different types of financial reports; to read and analyse financial statements; understand the capital budgeting process and evaluate a company's management of working capital. They will further be able to evaluate costing and product-pricing decisions; and evaluate the budgeting process of an organisation.

Information and Knowledge Management

Students who complete this module will be able to evaluate the various acquisition methods of data, information and knowledge. They will further be able to evaluate management information and knowledge management systems; explain and evaluate information technology strategy, as well as manage various decision support systems and competitive intelligence tools.

Semester 2

Global Business Environment

Students who complete this module will be able to analyse the global business environment with a view to making informed business decisions. They will be able to integrate closed and open systems thinking; to evaluate global business opportunities for purposes of decision-making and design solutions for cross-border business relationships.

Stakeholder Management

Students who complete this module will be able to gather, interpret and synthesise information for stakeholder group decision-making. They will be able to explain the influence of various contemporary theoretical perspectives on managing stakeholders; discuss the key institutional and legal frameworks that influence stakeholder group relations and access the relationships between organisations and stakeholder groups. They will also be able to incorporate stakeholder group issues and expectations into business decision-making.

Decision Support Systems for Managers

Students who complete this module will be able to explain the art and context of decision-making in business organisations. They will be able to evaluate the impact and consequences of decision-making in business organisations, as well as apply quantitative and qualitative techniques to improve decision-making. They will further be able to explain the importance of creativity and innovation in the decision-making process.

Integrated Management Practice

Students who complete this module will be able to synthesise and integrate the eight discipline-based modules of the PGD. They will be able to determine the information that is required of the operating environment of an organisation to make well-informed decisions. Students will have to synthesise and integrate cross-disciplinary knowledge and skills.

Completion of qualification

The PGD is a Nine month qualification and students must register for all the modules in this year. Upon completion of the programme, a student will receive the Postgraduate Diploma in Business Administration, conferred by East London Business College.