Certificate in Management

Overview

This course is designed to equip learners with skills that are needed by modern-day managers, regardless of which business they are working in. The Basics of Management Course will introduce learners to the key aspects of what management entails and how to perfect the skills required to be a good manager. Management is integral to business, no matter which sector you work in; completing this course will open your eyes to what it really takes to run a successful business. This course will help you understand the numerous different approaches to management, designed to help you find a style that suits you. It is perfect for anyone trying to find their footing as a manager for the first time.

Modules
- What is Management?
- Management as a Process
- Management as an Activity
- Management as a Discipline
- Management as a Group
- Management as a Science
- Management as an Artx
- Management as a Profession
- Features of Management
- Levels of Management
- Objectives of Management
- Importance of Management
- Management and Administration
- Functions of Management
- Co-ordination - Introduction
- Co-ordination and Co-operation
- Management Principles
- Management Principles - Features
- Importance of Management Principles
- How Management Functions are Performed at Coca Cola
- Scientific Management - Introduction
- Principles of Scientific Management
- Techniques of Scientific Management
- Criticism of Scientific Management
- Taylor and Fayol

On course enrolment

- **167 course pages** in a PowerPoint Slides format that you can easily print

- **Real life examples**
- High quality infographics that help you understand content
- Full Guidance Support
- **Awarding Organisation endorsement and Certificate**

Eligibility requirements

- There **is no previous experience or qualifications required** for enrolment.
- It is available to all students aged 18 or over, of all academic backgrounds.
- **Basic understanding of English** language is required to attend this course.
- You'll need a **smart device (PC/Mac/Tablet) with an internet connection**.

Course Assessment

This course does not involve any written exams. students will be assessed by Multiple Choice Questions (MCQ) and achieve 50% marks.

Course Duration

The course can be completed in a very short time. The pace for the course is set by the learners themselves the course material is downloadable and course registration will be is valid for 12 months, so learners can complete the course with complete peace of mind and with no pressure at all.

Course Mode

This is a self-study course, students have 100% freedom to complete the course, and there is no time restriction on this course.

Fees: £150 + VAT

Fast Facts
Awarding Body: CPD Qualification, UK
Course Duration: 2-6 Weeks
Method of study: Online
Qualification Level: 1