

# INTERNATIONAL PROFESSIONAL MANAGERS ASSOCIATION - UK



## MANAGEMENT STREAM EXAMINATION SYLLABUS

## EXAMINATION SUBJECT AND SYLLABUS FOR FOUNDATION

This level is intended for those on the first step of a Professional Management career. It provides

- A basic framework for the understanding of the practical skills required by any aspiring manager working at a supervisory level;
- The basic knowledge and skills required for effective management;
- A programme of practically based study undertaken at selected Colleges, or during employment which includes carefully supervised projects and assignments over a period of one year;

**Entry Qualifications** to this programme are A- Level GCE or equivalent

### EXAMINATION SUBJECTS

1. Business Economics
2. Business Law
3. Information Communications & Technology syllabus
4. Business Management
5. Statistical Methods for Business
6. Principles of Finance syllabus

## COURSE CONTENTS

### BUSINESS LAW

#### *Course Aims*

- To develop the student's understanding of principles of business law

#### *Course Syllabus*

#### General introduction to legal principles

- Types of law. The distinction between civil and criminal wrongs. The Constitution.
- Legislation and delegated legislation. Case law.
- E.U. institutions and types of law. The role of the European Court of Human Rights.
- The court structure. Legal personnel. Legal personality. Law reform.
- Alternative methods of dispute resolution: tribunals and arbitration.
- Finding the law: libraries, computer databases, CD-ROM and the Internet.
- Analysing the law: reading legislation, study of case reports.

#### Tort Law

- The main ingredients of torts. Defences in tort. Negligence. Occupiers' Liability Act 1995.
- Professional negligence. Remedies. Defamation (Libel and Slander).

#### Principles of Contract Law

- Nature of Contract. Offer and Acceptance. Intention to create legal relations. Consideration
- Terms of contract. Defects in contract (mistake, misrepresentation, duress and undue influence)
- Exemption clauses. EC (Unfair Terms in Consumer Contracts) Regulations 1995
- Discharge of contract. Remedies

#### *Recommended Text*

**Book Title** -: Business Law

**Author** -: Rush & Ottley

**Publisher** -: Thomson

**ISBN No** -: 13 978-1-84480-173-2

### BUSINESS ECONOMICS

#### *Course Aims*

- To develop the student's understanding of principles of Business Economics

#### *Course Syllabus*

- **Introduction to Economics:** Scarcity, choice and opportunity cost, the difference between Microeconomics and Macroeconomics, the Production Possibility Frontier, the fundamental questions.
- **Demand, Supply and Market Equilibrium:** Demand and consumers, supply and producers, market equilibrium and the price mechanism, price controls.
- **The Concept of Elasticity:** Own price elasticity of demand, cross-price elasticity of demand, income elasticity of demand, elasticity of supply.
- **The Consumer and the Theory of Demand:** Marginal utility analysis, consumer surplus.
- **The Firm and Production:** The objectives of the firm, production, costs, profit-maximising output level, economies of scale.
- **Market Structures:** Perfect competition, monopoly, monopolistic competition, oligopoly.
- **Factors of Production:** Labour, Land, Capital, and Enterprise

### BUSINESS MANAGEMENT

#### Course Aims

- To provide the student with the basis for understanding how organisations operate effectively and efficiently

- To enable the student to explore the different functions of management and the underlying theories
- To enable the student to explore the various functions and activities of business organisations

### **Learning Outcomes**

At the end of the course the student will have the ability to:

- Apply the main concepts necessary for effective management
- Appreciate the Social responsibilities of management and ethical practices
- Develop effective planning and control systems
- Understand the major activities of the organisation and their effective co-ordination
- Produce effective policies for effective organisation
- Develop awareness of the different perspectives of leadership
- Understand the human aspects of management
- Implement policies for job design and motivation

### **Course Syllabus**

- **Introduction to Management and Organizations**
  - Definition of Management
  - Definition of Organisations
  - Different forms of Organisations
- **Approaches to Management**
  - Historical Background of Management
  - Scientific Management
  - General Administrative Theorists
  - Quantitative Approach
  - Systems Approach
  - Human Relations Approach
- **Organisational Culture and Ethical**
  - Organisational Culture and the Environment
  - Social Responsibility and Managerial Ethics
- **Planning**
  - Decision-Making

- The Decision-Making Process
- Purpose of Planning
- Strategic Management
- The Strategic Management Process
- Planning Tools and Techniques – Environment scanning, SWOT Analysis
- **Organizing**
  - Organisational Structure
  - Organisational Design – Functions, Product, Matrix
  - Span of Control
  - Delegation and Empowerment
- **Managerial Communication**
  - Understanding Managerial Communication
  - Interpersonal Communication
  - Organisational Communication
- **Leading**
  - Motivating Employees
  - Theories of Motivation
  - Leadership
  - Leadership Theories
- **Controlling**
  - Foundations of Control
  - The importance of control
  - The Control Process
  - Types of Control
- **Organisational Functions**
- **Human Resource Management**
  - The Human Resource Management Process
  - Recruitment and Selection
  - Employee Training
  - Compensation and Benefits
  - Career Development
- **Operations Management**
  - Techniques for Effective Operations Management
- **Marketing**
  - Concepts of Marketing
  - Effective Marketing
- **Information Technology**

- Impact of IT on the organisation
- Process for implementing IT for Decision Making and effective Management
- **Office Administration**
  - Office Design

### **Recommended Text**

**Book Title -:** Management: Competing in the New Era (5e)

**Author -:** Bateman & Snell

**Publisher -:** McGraw Hill

**ISBN No -:** 0-07-240859-6

### **PRINCIPLES OF FINANCE**

#### Course Aims

- To enable the student to understand the need and importance of accounting systems, procedures and practice
- To enable the student to appreciate the need for accounting data for management decision making

#### *Learning Outcomes*

At the end of the course the student will have the ability to:

- Understand the requirements for maintaining proper and correct records of financial transactions
- Produce financial information to satisfy the financial informational requirements of users internally and externally of the organisation through the preparation of income statements / profit & loss accounts, balance sheet and cash flow statements
- Analyse and interpret financial statements
- Review the different forms and sources of finance
- Evaluate financial accounting software

#### *Course Syllabus*

- **Basic accounting principles**
  - The Accounting system and application of accounting principles
  - The role of accountants

- The nominal ledger
- The memorandum sales and purchase ledger and control accounts.
- Income and expense accounts, the income statement and the Balance Sheet
- Day books and journals
- **End of period adjustments**
  - V.A.T and V.A.T returns
  - Accruals and prepayments
  - Depreciation
  - Bad debts and provision
  - Cash control and bank reconciliation
- **Preparation of Financial Statements**
  - Accounts for sole traders
  - Accounts for Partnerships,
  - Accounts for Limited companies.
  - The form and content of published financial reports.
  - Cash flow statement and FRS3
- **Interpretation of Financial Statements**
  - Ratio Analysis
  - Cash Flow and Working Capital
- **Introduction to Company finance**
  - The issues of shares, payment of dividends
  - Conversion from unlimited to limited liability
  - Other sources of finance
- **Computerised Accounts**
  - Introduction to computerised systems and SAGE
  - The sales ledger and credit control and the purchase ledger
  - Establishing the computerised system
  - The chart of accounts
  - Basic audit trails and controls

**\*\*note:** other accounting software may be used for the basis of understanding computerised accounts

### *Recommended Text*

**Book Title** -: Financial Management (3e)

**Author** -: Megginson et al.

**Publisher** -: South-Western/Cengage

**ISBN No** -: 13 978-0-538-74558-1

### **STATISTICAL METHODS FOR BUSINESS**

#### *Course Aims*

- To enable the student to develop appropriate skills in the application of statistical methods
- To provide the basis for statistical analysis and interpretation

#### *Learning Outcomes*

At the end of the course the student will have the ability to:

- Apply and use statistical techniques for determining relationships between data
- Describe data and their relationships
- Interpret the results of data collection and statistical analysis
- Understand and apply probability analysis and their distributions

#### *Course Syllabus*

- **Data Presentation and Collection**
  - Frequency distribution and tables
  - Histograms
  - Frequency polygons and curve
  - Cumulative Frequency
  - Bar charts, Pie charts, Lorenze curve
- **Central Location and Dispersion**
  - Measures of central location
  - Normal and skewed distributions

- Dispersion
  - Coefficient of variation
- **Regression and Correlation**
  - Regression analysis
  - Correlation
  - Multiple Regression
- **Time and Series Forecasting**
  - Time series analysis
  - Moving average
  - Seasonal variations
  - Forecasting and exponential smoothing
- **Probability**
  - Probability calculations
  - Conditional probability
  - Decision Trees
  - Expected value
- **Probability Distributions**
  - Normal Distribution
  - Binomial Distribution
  - Poisson Distribution
- **Sampling and Tests of Hypotheses**
  - Types and distribution of samples
  - Central Limit Theorem
  - Confidence Intervals
  - Tests of Hypotheses
- **Index Numbers**
  - Weighted aggregate index numbers
  - Laspeyres price and quantity index
  - Paasche price and quantity index
  - The Retail Price Index
- **Time Value of Money**
  - Simple and Compound interest
  - Present value
  - Investment appraisal
  - Depreciation
  - Annuities
- **Linear Programming and Break-even Analysis**
  - Maximisation
  - Minimisation

- Break even analysis

*Recommended Text*

**Book Title** -: Statistics for Management and Economics (7e)  
**Author** -: Gerald Keller  
**Publisher** -: Thomson Brooks/Cole  
**ISBN No** -: 0-495-01339-0

*Additional Reading*

**Book Title** -: Quantitative Methods for Business Decisions  
**Author** -: Curwin & Slater  
**Publisher** -: Thomson  
**ISBN No** -: 13 978-1-84480-574-7

**INFORMATION COMMUNICATIONS AND TECHNOLOGY**

*Course Aims*

- To provide the student with the skills to apply Information Technology into Business processes and organisations

*Learning Outcomes*

At the end of the course the student will have the ability to:

- Understand the elements of computer systems, including hardware, and software
- Design the most appropriate combination of hardware and software for administrative and information systems
- Evaluate and critically analyze software to meet organisational needs
- Understand the process of systems analysis and design
- Design database systems to meet the requirements of a Management Information System
- Understand the concepts of Networking, the Intranet and the Internet

- Develop appropriate security systems
- Discuss the impact of new Technology on staffing and organisational change

*Course Syllabus*

Information Technology, the Internet, and Organisations today

- **Application Software**
  - Word Processing
  - Spreadsheets
  - Database Software
  - Speciality Software
  - Systems Software
- **Hardware**
  - Microchips, CPU's. Main components of a Computer System
  - The System Unit
  - Secondary Storage
  - Peripheral Devices
- **Input & Output**
  - Input Hardware
  - Output Hardware
- **Networks & Communications**
  - The Digital Age
  - The Practical Uses of Communications
  - The Conduits of Communications
  - Networking Devices and Media
  - Computer and Network Protocols
  - The OSI Model
  - Client / Server Systems
  - Privacy, and Data Security
  - Threats to Computers & Communications Systems
  - Safeguarding Computers & Communications
- **Information Systems**
  - Managing Files: Basic Concepts
  - Database Management Systems
  - Database Models

- Databases & the New Economy: E-Commerce, Data Mining, & B2B Systems
- **The Internet**
  - Web, and Electronic Commerce
  - Multimedia, Web Authoring, and More
- Systems Analysis and Design
- Programming and Languages
- Information Technology – the future

*Recommended Text*

**Book Title** -: Principles of Information Systems (8e)

**Author** -: Stair & Reynolds

**Publisher** -: Thomson Course Technology

**ISBN No** -: 0-13-120681-8