

A university qualification
with a practical approach

AN ALLIANCE BETWEEN

Graduate Certificate in Management (Professional Practice)

The Australian Graduate Management Consortium (AGMC) is a unique joint initiative between Charles Sturt University (CSU) and TAFE NSW offering a suite of practical postgraduate university courses designed and developed to meet the needs of busy managers. These courses, awarded by Charles Sturt University, are conveniently delivered through participating TAFE campuses in locations across Australia.

AGMC courses have a number of innovative features and benefits that make them particularly attractive to busy managers who might normally be deterred by the constraints of traditional postgraduate study.

COURSE CONTENT

The Graduate Certificate in Management (Professional Practice) is divided into four main subjects of formal learning, each containing six modules. Major themes introduced in MGT561 are developed in subsequent subjects. Unlike traditional programs with stand-alone subjects, this structure allows participants to develop a more holistic understanding of the interdependency of the different areas of management.

Subject 1 MGT561 Management Skills and Concepts

The demands on today's managers and the skills they need are changing rapidly. In this subject, course participants examine the changing roles of managers, the reasons for these changes and the new skill sets which managers need for success. Participants are challenged to look critically at what they currently do as managers, and to develop strategies to identify and meet their ongoing development needs.

Subject 2 MGT562 Managing Operations and Change

Today's manager must have a focus on the future and on customer needs. This subject helps managers to identify new directions and improvements for their work units, and initiate and manage the changes needed for continuing success and survival. Topics include identifying strategic directions for the work unit, developing shared goals, improving customer focus and responsiveness to change, and continuous improvement in a learning organisation context.

Subject 3 MGT563 Managing People

People are the key to successful organisations. This subject develops participants' skills in managing effective working relationships with others, including their team, to achieve optimum performance from their work unit. Other topics include selection, development, reward and employment relations practices which are aligned with the desired organisational culture and direction, and managing the ethical issues which today's managers face.

Subject 4 MGT564 Managing Financial Information

Managing an organisation's information resources is an increasingly important managerial skill. This subject helps managers to seek out and interpret the financial and other data they need to help them to effectively manage projects and their work unit. Topics include strategies for managing the organisation's knowledge resources, project management, managing investments and finance, tracking financial position and performance, and managing budgets and costs.

"I would highly recommend this course, as I found it flexible, consistent and rewarding. The lecturers were supportive and very approachable. CSU and TAFE were always quick to respond to any enquiries.

"I found that the course was very adaptable to management in the 21st Century. I feel this course has benefited my career, and am looking to complete my Master degree in this field."

Katrina Ellenor

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Modules in each subject

The following provides detailed information regarding what will be studied in each subject.

Subject 1 MGT561 Management Skills and Concepts

Module 1	Managers in a Changing World
Module 2	Guide to Writing an Action Plan
Module 3	Managers as Problem Solvers
Module 4	Management Skills: Personal
Module 5	Management Skills: Group
Module 6	Management Skills: Organisational

Subject 2 MGT562 Managing Operations and Change

Module 1	Managing Change and Innovation
Module 2	Managing a Change Focused Culture
Module 3	Managing Customer Service
Module 4	Managing Productivity
Module 5	Managing Stakeholder Interests
Module 6	Managing Strategically

Subject 3 MGT563 Managing People

Module 1	Managing Ethically
Module 2	Managing Effective Working Relationships
Module 3	Managing Staffing
Module 4	Managing Employment Relations
Module 5	Managing and Developing Teams
Module 6	Managing for Performance

Subject 4 MGT564 Managing Financial Information

Module 1	Managing Projects
Module 2	Managing Budgets
Module 3	Managing Costs
Module 4	Managing Investment and Finance
Module 5	Managing Financial Position and Performance
Module 6	Managing Knowledge

COURSE DURATION

The Graduate Certificate in Management (Professional Practice) Program is divided into four main subjects of formal learning, each containing six modules. Each module is of seven hours' duration, requiring a total of 168 hours of class contact.

For each hour of class time, participants should expect to spend at least one hour out of class in preparation and follow up work.

The program is generally spread over a 12 month period, with classes commencing three times per year in March, July and November.

Typical class times involve a half day and evening, or two evenings per week, often with a break between sessions, enabling each subject to be completed in a 12 week time slot. Each delivery site may vary and will be able to advise prospective participants of their normal mode of delivery.

ENTRY REQUIREMENTS

You don't need a university degree to enrol in an AGMC graduate course. In fact, a significant number of our course participants have never undertaken a university course before. You will, however, need to have extensive supervisory/management experience, usually along with a relevant TAFE qualification.

Applicants are required to have one of the following:

- substantial experience (at least seven years) in a management position with significant supervisory/managerial responsibilities and good writing skills.
- an undergraduate degree from a recognised Australian tertiary institution or a qualification deemed to be equivalent plus at least two years' work experience.
- a Certificate IV or Diploma from TAFE or other Registered Training Organisation, plus at least five years work experience, including some supervisory/managerial experience and good writing skills

COURSE FEES

Information about fees and payment options is available on the AGMC website, at www.agmc.edu.au

HOW TO APPLY

Applicants are encouraged to liaise with their nominated Site before submitting their application, to ensure that the Site is aware they have applied and to enable the Site Coordinator to render assistance with the application process if required.

The application process for enrolment into an AGMC course is outlined on the AGMC website, at www.agmc.edu.au.

FOR MORE INFORMATION

Contact Joanne Parker
PO Box 789, Albury, NSW 2640
Phone: 02 6051 9407
Fax: 02 6051 9878
Email: agmc@csu.edu.au