



**Eduvos**  
Your Education. Your Future.

ONLINE SHORT COURSE

# Course Prospectus.

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Short Course in  
Managing Operations



# Prospectus Outline.

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# 01

## Living your best life

### Always Start with Why.

If you have recently become a first line manager (or a team leader, supervisor, junior manager) or if you want to become a manager one day then this is the ideal course for you.

The course work is practical and can be applied immediately in the working world. You will gain confidence in communicating effectively, defining your leadership style and connecting people to tasks.

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# Summary of what you can do afterwards.

After completing the Short Course in Managing Operations, you will be able to:

## Develop

Develop and implement a strategy and action plans for a team, department or division.

## Evaluate

Evaluate current practices against best practice.

## Recognise

Recognise areas in need of change make recommendations in the team, department or division.

## Develop

Develop, implement and evaluate an operational plan.

## Implement

Develop, implement and evaluate a project plan.

## Promote

Promote a learning culture in an organisation.

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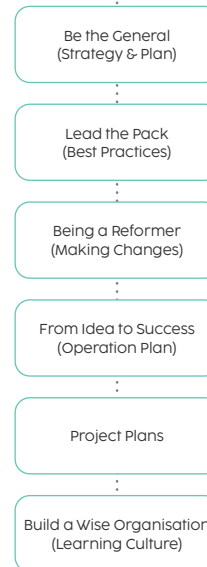
# 02

## What you will learn and how to apply it practically

### Course Overview.

The Eduvos Managing Operations Short Course is an online short course that provides the junior executive an opportunity to get ahead and succeed.

This short course gives tools and strategies to identify and manage best practices. Strategy implementation leads to change and the short course also addresses at how to use communication and change management techniques to support the operational change of a business unit. It deals specifically with the development, implementation and evaluation of operational and project plans.



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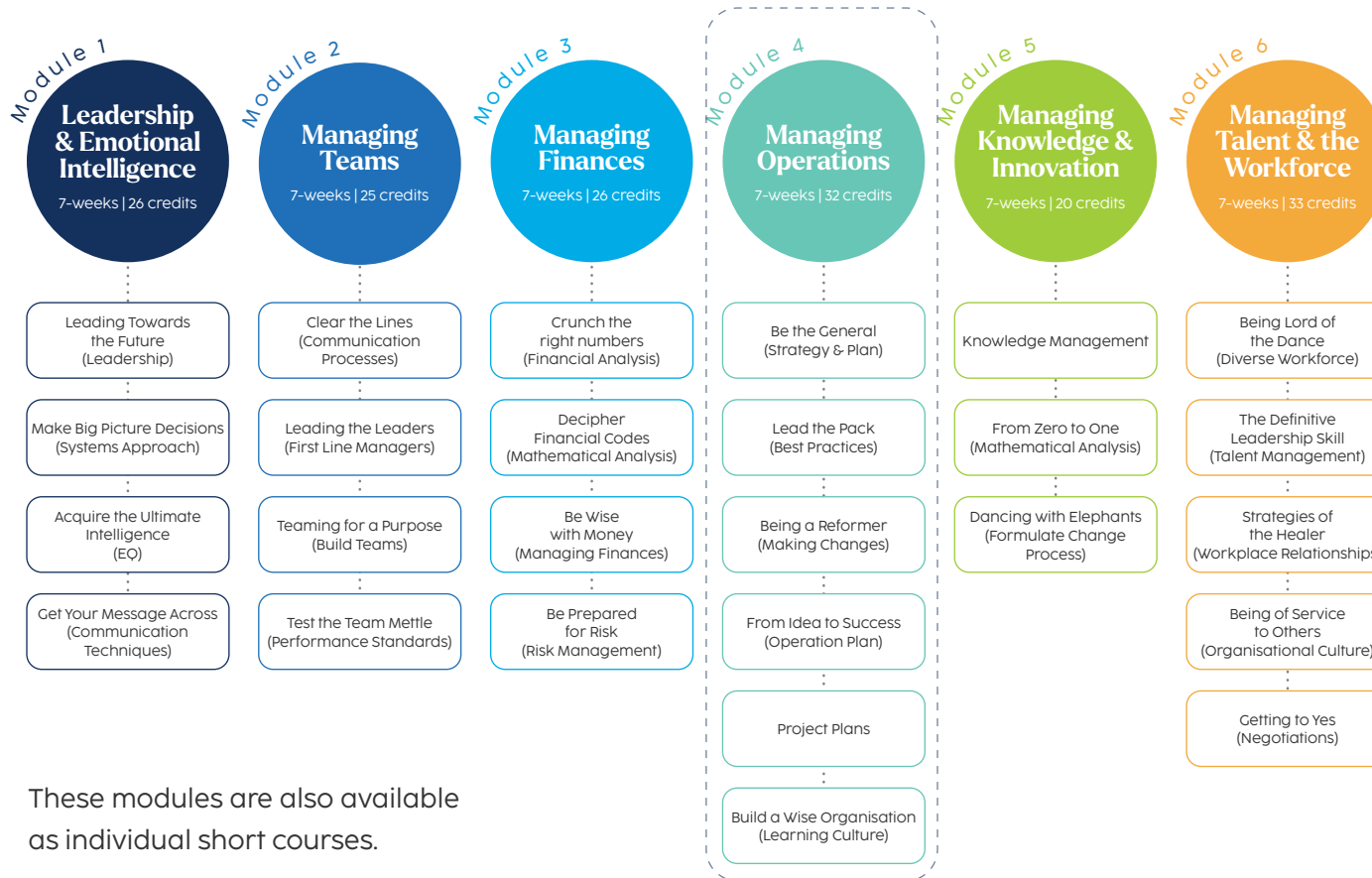
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# General Management Qualification.

1 year | 162 Credits

(Typically 55-65% of your first year of a Bachelor's degree)



These modules are also available as individual short courses.

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# Course Breakdown.

This course is about Managing Operations to work together towards a common goal. Managing Operations involves teamwork, communication, objective setting and performance appraisals. As a manager of the team, it is also about the capability to identify problems and resolve conflict.

There are six components to the Managing Operations Short Course, each with its own set of outcomes which you will master:

## Section 1 Be the General

### Strategy & Plan

- › Develop a strategy for the unit.
- › Develop action plans for the unit.
- › Implement action plans.
- › Review action plans.

## Section 2 Lead the Pack

### Best Practices

- › Apply the concept of best practice to a unit.
- › Analyse current practices in a unit.
- › Decide on the best practices to be adopted.
- › Formulate recommendations for implementing best practices.
- › Draw up a plan for implementing best practices.
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- › Draw up a plan for implementing best practices.

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## Section 3

# Being a Reformer

### Making Changes

- › Recognise areas in need of change.
- › Make recommendations for change.
- › Implement changes.

## Section 5

# Project Plans

### Project Management

- › Scope a work-based project for a unit.
- › Select a work-based project for a unit.
- › Develop a project plan.
- › Develop tools to measure key performance parameters.
- › Implement the plan and evaluate project progress.

## Section 4

# From Idea to Success

### Operation Plan

- › Develop operational strategies for a unit.
- › Develop an operational plan for a unit.
- › Implement an operational plan.
- › Monitor, measure and evaluate the achievement of goals and objectives.
- › Conduct a performance review.

## Section 6

# Build a Wise Organisation

### Learning Culture

- › Investigate and analyse the status of the learning culture within the organisation.
- › Develop strategies for the promotion of a learning culture within the organisation.
- › Implement strategies to promote a learning culture.

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# Course Duration.

The student will complete the Managing Operations Short Course online in a **3-week period**.

It involves an online learning component, practical workplace application, various videos, structured learning content and assignments online. The student has access to templates and tools to complete the assessments effectively.

Once you have completed all the tasks, assignments and assessments for the short course the student receives feedback on their progress and gets their assessment results (either determined as competent or not yet competent).

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# Course Start Date.

During **2023** there will be **six intakes**:

## I N T A K E

- 1 ● 9 **January 2023**
- 2 ● 6 **March 2023**
- 3 ● 1 **May 2023**
- 4 ● 26 **June 2023**
- 5 ● 21 **August 2023**
- 6 ● 16 **October 2023**

We also have an option of starting immediately, this will allow you to start out of cycle at anytime without losing any academic support.

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# Entry Requirements.

Any individual who has a matric certificate or matric equivalent with communication, literacy and mathematics skills at NQF Level 4 can qualify to apply.

As this is an online course, computer literacy is assumed and you will need an email address, access to a computer and access to stable internet.

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# The Cost of Your Investment.

The price of the Short Course in  
Managing Operations is:

**R 8 000**

Payment plans are available, and you can discuss these options with your Student Recruiter.

Note the cost does **not include**:

- › Cancellation fees should a student not wish to complete the qualification but request an early cancellation
- › Repeat subject fees, should a student be found not yet competent on a specific module and the student applies to redo the module
- › Extension fees should a student apply for an extension of assessment which would move their assessment to the following cycle

# Recognition of Prior Learning.

Eduvos recognises the need for Recognition of Prior Learning (RPL) and this course can be completed (in part or whole) by RPL.

Should a person wish to complete by RPL, the learner can apply to be accepted at an additional cost. If the student is not yet competent on the first submission, only one second submission is allowed at a further additional cost.

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# Where This Qualification Can Take You.

On successful completion of the entire qualification online, you are awarded the much-coveted Eduvos Short Course in Managing Operations Certificate.

This is recognised by SAQA (South African Qualifications Authority). On successful completion, you will have acquired **32 credits** at an NQF (National Qualifications Framework) Level 5.



On the path towards lifelong learning, this certificate articulates and allows you to:

- Enter the National Certificate in Generic Management: General Management with Eduvos.
- You will be exempt from the module of the same name and automatically receive the 32 credits of the 162 credits needed for this qualification.

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## Your online learning experience

### Lecturers with Industry Experience.

Business education involves putting theory into practice and therefore through our exposure to multiple industries, we have assembled a world-class faculty with exceptional industry experience for you.

Each lecturer will inspire you with their practical experience-based insights, best practices, what works and what does not. Based on current research trends we will share with you the best global management practices at work in emerging markets that will open avenues of exploration.

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# Study Guides & Textbooks.

- Our study guides include:
- Clear learning outcomes.
  - Study materials for the specific subsection.
  - Self-contained guide with all module requirements.
  - Examples and case studies.
  - Activities completed individually or as part of a team.

There is no additional charge for textbooks that you can access online. These and other books for interest are provided online with 24/7 access.

# Assessments.

The student will complete an online portfolio of evidence for this course. A portfolio of evidence is made up of a range of activities that you will do on your own time (and in the workplace) to show that you are competent in understanding the theory and practice of the module.

Assessment activities vary and may include simple answers to questions, multiple choice, short writing sections, preparation of individual presentations, group presentations, written assignments and summative assessments.

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# Online Support.

At Eduvos, we use a Learner Management System which we call our Online Campus. We support you by providing a Learning Coach who is there to help you reach your goals by successfully completing your course and giving you access to an expert when so required.

The Learning Coach is your first point of contact and can be reached via the “Ask the Learning Coach” button, chat, email, phone call, webinar, forum discussions and instant messaging on Moodle.

Through our functionality that supports the asking of questions and both pro-active and reactive support we have very high completion rates on our programmes.



## Logging on

- Receive username and password
- Log onto the Eduvos Online Campus: [www.eduvos.com](http://www.eduvos.com)
- Orientation videos to guide you on how to navigate the platform



## Student Support

- We provide a learning coach to support and connect with learners
- The learning coach monitors the onboarding of the student
- We actively support the student to engage in the programme



## Weekly Milestones

- Each week has defined topics with supporting material
- Each area builds on the next and is designed to achieve learning
- Assessments and assignments test learning
- Every element has built-in reflections that are marked



## Learning Content

- Learning is structured through videos and guides
- Expert lecturers provide guidance on key topics
- Videos are approx. 5 minutes in length
- Students can watch videos as many times as required
- Guides are well written and designed and highlight relevant learning

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# Advantages of online learning.

At Eduvos we know and understand that there are many questions out there about online learning including whether it is viable, whether is it just as good (or better) than traditional universities and what are the advantages.

Many factors go into a decision like where to study and what to study. It is for this reason that we have collated some of our most popular online blogs to address the questions you have about online learning.

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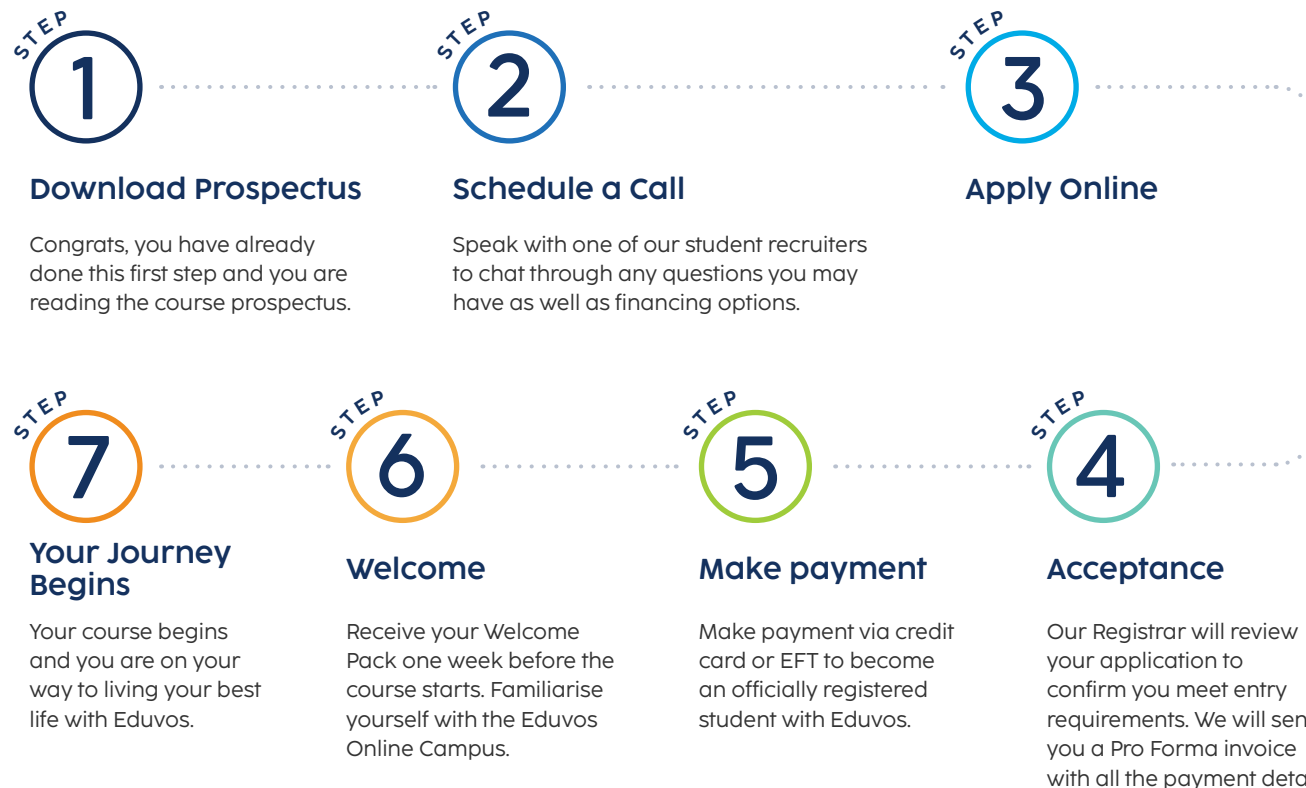
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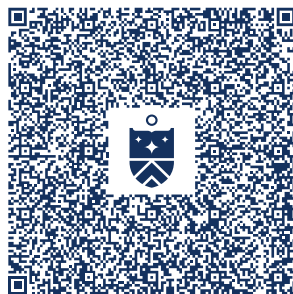
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# Your Best Life is Waiting For You.

## Short Course in Managing Operations

Translate the company strategy into a best practice action plan with tools and techniques for effective implementation.

Scan here to get in touch:



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