

Postgraduate Diploma in Business Administration

Part-time

Prime your career.

**Gordon Institute
of Business Science**
University of Pretoria

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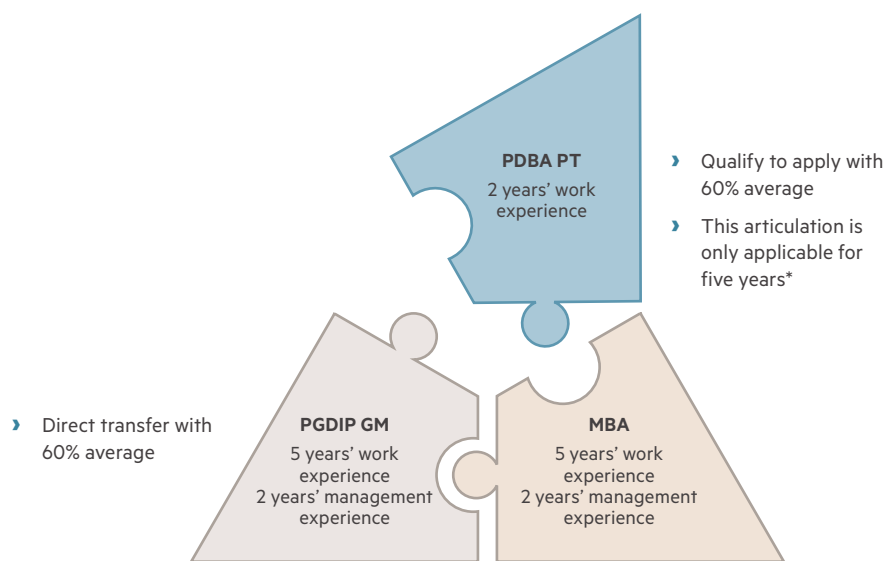
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GIBS PDBA structure, curriculum
and schedule

The GIBS Postgraduate Diploma in Business Administration is aimed at fast-tracking high-potential graduates in the early stages of their management careers into the world of business.

The GIBS PT PDBA covers the same fundamental business principles as the GIBS Postgraduate Diploma in General Management (PGDip GM) which is the first phase of the MBA.



Should there be curriculum changes to the PGDip GM with the five year period, you may be required to complete particular modules or courses.



A MESSAGE FROM THE DEAN

Managing in today's complex and ever-changing business environment demands constant investment to ensure that your knowledge, skills and capabilities enable you to advance your career.

Your decision to pursue a GIBS Postgraduate Diploma in Business Administration (PDBA) is a significant step that you can take to leverage your personal and career growth. The GIBS PT PDBA journey has been designed to broaden a graduate's business, country and world view, and to enable them to develop their skills and business acumen to assume a general management role that requires them to lead a division.

By pursuing a GIBS PT PDBA you will be exposed to a curriculum that is tailored to give you an understanding of how to run a department within your organisation. With growth and innovation shifting to the dynamic, but complex, markets of the east and the south, fresh challenges and opportunities arise for individuals, businesses and governments that seek to enhance their competitive performance and run better organisations. Research with our alumni and employers indicates that the value of a GIBS PT PDBA extends far beyond the technical knowledge and skills that students gain about general management.

Our students report increased levels of confidence to operate across all areas of their businesses, enhanced critical thinking and decision-making skills, higher levels of self-insight and productivity, improved interpersonal skills and access to a significant network of individuals committed to improving

organisational performance. Our alumni frequently state that their GIBS PT PDBA has enabled them to become better managers because they have obtained a more comprehensive and systemic understanding about their organisation, both internally and in the eco-systems in which they operate.

Pursuing a GIBS PT PDBA is a challenging experience. I encourage you to take time to research this important decision and visit schools offering a similar qualification in order to determine if this will be best for you. We look forward to meeting you at GIBS and wish you every success on your journey.

Dr Morris Mthombeni, Interim Dean,
Gordon Institute of Business Science

WHY GIBS?

In the past, graduates found secure, entry-level jobs and gradually worked their way up the corporate ladder to retire 40 years later. Working for one company your entire life is a thing of the past.

Today, professionals do not necessarily start at the bottom and do not always have to work their way up the corporate ladder. Today's managers and knowledge workers enjoy rapid upward mobility and their earnings often outstrip their historic peers.

Globalisation and business complexity increase the stakes and speed up the pace of business. This also means business requires more practical skills. You have to be innovative, flexible and able to cope with new technology and fierce competition. Your undergraduate degree is a ticket to the game. Now it's time to access the knowledge, tools and skills that will fast-track you in the world of business. The concept of lifelong learning – the ongoing ability to access information and develop new skills – helps business executives cope with the faster pace, growing complexity and higher stakes of the world of business.

For those who are not afraid of change and are flexible enough to adapt to new situations, the GIBS PT PDBA will help you gain the business knowledge you require to lead and thrive in today's competitive environment, paving the way to future career success.

The University of Pretoria, a leader in the transformation of tertiary education in South Africa, established the Gordon Institute of Business Science in Johannesburg in 2000 to play a role in significantly improving individual and organisational performance, primarily in the South African environment, through the provision of high-quality business and management education. The university awards the GIBS PT PDBA.

GIBS' philosophy is to interact face-to-face with, coach and mentor future business leaders to deal with today's realities. GIBS is widely acknowledged for:

- ▶ An integrated approach to business education.
- ▶ A strong focus on applied learning through experiential and peer-assisted programmes where students share experiences and exchange ideas.
- ▶ The curriculum quality, structure and diversity.
- ▶ Resident and visiting faculty members, as well as renowned business experts, who integrate theory with practice.
- ▶ Being recognised as the business school that is close to business.
- ▶ Enabling students to build solid business networks during and after programmes.
- ▶ A dynamic, purpose-built campus and comprehensive facilities.

WHY PDBA?

As a driven university graduate in a hurry to get to the top, you leave university with good technical knowledge and start your career with little or no business experience.

The GIBS Part-Time Postgraduate Diploma in Business Administration (PT PDBA) is aimed at fast-tracking high-potential graduates in the early stages of their management careers into the world of business. By combining a broad understanding of business concepts, practical applications and immediate transfer of learning to the work environment, GIBS PT PDBA students are at an advantage.

Through a combination of classroom lectures, case studies, business simulations, business field trips and syndicate projects, you will gain immediate insight into business. GIBS PT PDBA students are able to access online interactive learning material, covering the fundamentals of selected courses from the GIBS online learning portal.

The GIBS PT PDBA covers the same fundamental business principles as the GIBS Postgraduate Diploma in General Management (PGDip GM) which is the first phase of the MBA. Once you successfully complete and qualify for the PT PDBA and achieve a minimum average of 60%, you may apply to enter the MBA directly. This articulation is only applicable for 5 years from the time you have completed the PT PDBA qualification*. If you are successful, you will commence the MBA programme when it starts in October.

*Should there be curriculum changes to the PGDip GM within the 5 year period, you may be required to complete particular modules or courses.

DISCOVER YOUR FUTURE

At GIBS we have identified six types of individuals who choose to study the GIBS PT PDBA.

The aim is not to pigeon-hole you - we've learnt that is impossible - but rather to help you make sense of your many choices and to help guide you in your decision-making process. You might be a combination of two or more, or a perfect fit for one of them. Either way, you can use them to help define where you want to go and the kind of future you want to create.



SHAPESHIFTER

You are a little bit of a mix of everything: highflyer, networker, inquiring mind etc. You enjoy and thrive on the challenge of different opportunities. You like to push your limits, to achieve, to learn new things, to be useful. You are a team player, you enjoy getting involved in all manner of projects and leading them to success.



PATHFINDER

You want to use the PDBA to guide you on your path. Whether it be starting your own business or working and growing in an organisation you are passionate to be a part of. You love to learn from the world around you and aim to gather knowledge and experience, then apply it to your success, propelling you in your career. You are willing to learn new things and explore your path.



NETWORKER

You are a determined and driven individual that aims to build their business or career success through networks created. You thrive on meeting and getting to know new people. You are a team player that enjoys being presented with interesting opportunities. Your aim is to grow your network of useful contacts thereby growing your business or career success, yourself and your wealth.



YOUNG HIGHFLYER

You're an ambitious, motivated, high-potential young employee who is looking to start building a network of like-minded individuals. You want to create something that is bigger than yourself, to build a company / family / community that is successful and prosperous. You have the ability to inspire people to give of their best. For you, failure is not an option.



INQUIRING MIND

You always want to take cognizance of what's happening and why things happen the way they do in your environment and the world at large. You have a mind that is questioning, wondering, exploring, engaging, which is your way of making sense of the world through deeper reflection. By using higher-order questioning, you are able to articulate your thoughts, to problem-solve and to work through different solutions. You thrive on the know how!



FRESH CANVAS

You want to carve your own path. Independent, intelligent and a lover of freedom, you prize individuality and hate to be defined by other people's expectations and limitations. As a result, you don't fit into any one of the nine student types. You are a blank canvas who is painting your own future.

GIBS PDBA STRUCTURE, CURRICULUM AND SCHEDULE

The GIBS Postgraduate Diploma in Business Administration (PT PDBA) runs over one year on a modular block release structure. During this period you will study 12 subjects spread over six modules. A module consists of two/three subjects and is completed in six/seven days.

Intensive, full-day lectures take place on the GIBS Illovo campus between 08:30 – 17:30 from Thursday/Friday to Sunday, alternating with periods back at work. Weekends are included in the study blocks. Subjects covered on the PT PDBA are Strategy in the Digital Age, Economics: Prices and Markets, Financial Accounting, Management Accounting, Organisational Behaviour, Human Resource Strategy, Marketing, Macroeconomics, Operations Management, Ethics and Sustainability, Foundations of Research and the Applied Project.

End of module exams are written on Saturdays and Sundays, two weeks after the conclusion of the module.

Students are only away from the workplace for approximately 16 working days.

The GIBS PT PDBA is not offered in the evening. All accepted GIBS PT PDBA students are required to attend the three-day Leadership Assessment and Development (LEAD) workshop prior to commencing the programme in 2022. The workshop starts daily at 08:30 and ends at 17:30 and takes place at the GIBS campus.

Drawing on a range of self-assessment and feedback processes you will identify your strengths and leadership style and create a learning contract to focus on your development goals throughout the programme. The PT PDBA is a standalone 1 year NQF 8 qualification. Once completed, any graduate of the PDBA that meets the entry criteria and specified averages may apply to join the MBA directly after completing a short bridging course to make up for outstanding content.

	Jan	Feb	Feb-Mar	Mar	Apr	May	May-Jun
2022 Jan - Jun	Leadership Assessment, Development & Orientation	Business Communication (BCI) and Business Analysis and Communication (BAC)	Marketing and Economics, Prices and Markets and Foundations of Research	Exams	Applied Business Project, Organisational Behaviour and Macroeconomics	Exams	Ethic and sustainability and Financial Accounting
	Jun	Jul	Aug	Sept	Oct	Nov	Dec
2022 Jun-Dec	Exams	Management Accounting and Human Resources	Exams	Operations Management and Strategy in the Digital Age	Exams	Applied Business Project Presentations	Supplementary Exams

Exams are written over two days, two weeks after the conclusion of each module. Weekend classes include Saturdays and Sundays. **Please note:** GIBS reserves the right to change the dates of the modules. Students will be timeously informed of any changes to the timetable. Schedules could potentially change in the course of the year depending on circumstances beyond our control. Programme Management will communicate with you if there are any changes.

TIPS FROM PAST STUDENTS

Prospective applicants are advised to consider the following practical tips from past students with regard to the GIBS PDBA.



Listen to the ideas of others – it was amazing how many times I changed my standpoint after listening to logical arguments.



Pace yourself – read and prepare for exams well in advance so as to alleviate unnecessary pressure the day before you write.



Make sure that you want to do this and then stick with the decision – the sheer amount of work involved and the pace at which it is required does not allow for half-hearted contributions.



Leverage the skills of your syndicate members – trust each other, and make sure that others can trust you.



Syndicate groups – Choose a new team leader for every module. Never bend the rules relating to deliverables. These guys have the potential to become your greatest friends and vice versa.



The key to effective learning is being prepared – for lectures by reading the course work as well as other literature available on the subject matter. Also, one needs to engage in the class discussions by listening to other students' input and contributing as necessary.



DO I MEET THE ENTRANCE CRITERIA?

In order to be considered for a place on the GIBS PT PDBA the following criteria must be met:

- › Have a minimum of a degree or equivalent qualification.
- › Have two or more years' work experience.
- › Have leadership potential (your experience, references and application essays should all reveal that you can assume a leadership role in the workplace).
- › Have good English language skills to actively participate in academic debate.
- › Have a minimum of Matriculation certificate-level competence in Mathematics.
- › Have competence in MS Word, Excel, PowerPoint and a web browser.

NON-DEGREED STUDENTS

If you are not in possession of a 3-year degree, you will be required to:

- › Complete the GMAT and obtain a score of 550 or more.
- › Have a minimum of two or more years' work experience.
- › Have leadership potential (your experience, letters of reference and application essays should all reveal that you can assume a leadership role in the workplace).
- › Have good English language skills to actively participate in academic debate.
- › Have a minimum of Matriculation certificate-level competence in Mathematics.
- › Have competence in MS Word, Excel, PowerPoint and a web browser.
- › Be available for a series of interviews.

DEGREED STUDENTS

Degreed students have the option to write either the GIBS Entrance Test or the GMAT assessment.

SPECIAL REQUIREMENTS

Special needs: If you have a special need, GIBS will look into accommodating this. However, it is a requirement that the student will need to provide medical certificates and supporting documentation as requested by the GIBS Admissions Office. To request special needs assistance, please contact the Admissions Office before you complete your application.

FEE STRUCTURE

Application fee

Non-refundable, payable upon submission of your application

Round 1 closes 15 July 2021 (early bird)	R 2 000
Round 2 closes 26 August 2021	R 3 000
Round 3 closes 30 September 2021	R 4 000

Deposit

R 17 000
(deposit paid upon acceptance to secure place, offset against total tuition)

Total tuition fees for the programme R 112 917*

* All prices quoted above are subject to change.

For more information and information session dates go to www.gibs.co.za/pdba

ARE YOU READY TO TAKE THE NEXT STEPS?

Applications for the GIBS Postgraduate Diploma Business Administration open in June 2021 and close on 30 September 2021.

Step
01

Meet admission criteria and compile supporting documents.

Step
02

Apply online at www.gibs.co.za/pdba and upload supporting documentation.

Step
03

Pay the non-refundable application fee.

Please note proof of payment needs to be in an electronic format (PDF only) in order for you to upload this to the application form.

Step
04

Write the entrance test.

Once the application form has been submitted, the Admissions office will confirm the entrance test date. Reference links are to be forwarded to your referees to complete and will automatically be submitted to the Admissions Office.

Step
05

Decision and feedback.

Once the test results are available and your references have been received, the application is now ready to be reviewed by the Admissions Committee. The Admissions Office will notify you of the outcome provided there is no outstanding documentation.

Please note: Only online electronic applications will be considered. Emailed, faxed or posted applications will not be accepted.

To find out more about the GIBS information sessions go to gibs.co.za/pdba. Download the complete course pack at gibs.co.za/pdba



For more information please contact

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The University of Pretoria's Gordon Institute of Business Science (GIBS), established in 2000, is an internationally-accredited business school, based in Illovo, Sandton, South Africa's economic hub. GIBS is located at 26 Melville Road, Illovo, Sandton.