

Foundation Course in Management

MQF Level 4 | 60 ECTS





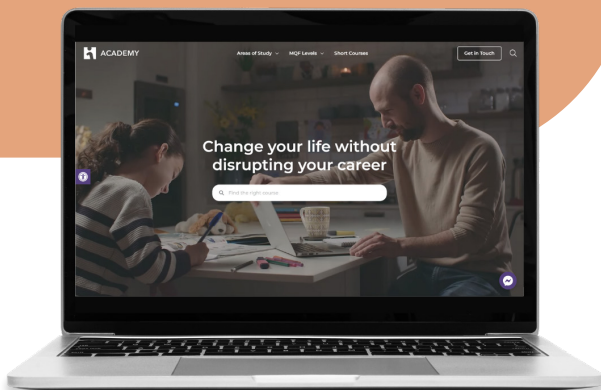
ACADEMY



ABOUT US

Founded in 2005 as IDEA Leadership and Management Institute, IDEA Academy has since evolved into one of Malta's leading higher education institutions accredited by the Malta Further and Higher Education Authority. We offer a selection of accredited, industry-led programmes in a wide variety of fields, from foundation programmes right up to doctorate.

Our mission is to provide quality, industry-driven education to adult students who are already practitioners and professionals. In doing so, we adopt a student-centric blended approach to learning that is flexible and allows one to balance between personal, professional, and student life.



**ALSO
AVAILABLE
ONLINE**



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COURSE DESCRIPTION

Today's workforce requires adaptable, flexible and willing-to-learn employees. This programme will help you develop the fundamental and transferable skills you will need in order to be an effective manager.

It will also help improve your employability, as well as unlock learning opportunities that lead to further and higher levels of education specialising in management, business and HR areas.

This programme is also designed as a progression pathway towards MQF 5 and MQF 6 qualifications.



TARGET AUDIENCE

This course is targeted at:

- candidates wanting to improve their employability opportunities;
- candidates wanting to progress to higher qualifications in the areas of management.

CAREER PATHS

This programme aims to help you develop essential work skills and behaviours that are needed for you to secure and sustain meaningful employment, as well as to help you progress towards managerial positions.

ENTRY REQUIREMENTS

Candidates who apply for this course must possess a pass in English Language* and Mathematics at MQF Level 3 ('O' Level or equivalent).

*Students whose first language is not English will be required to demonstrate evidence of an adequate level of English proficiency.

STRUCTURE & ASSESSMENT

This is a part-time programme and will typically take up to 20 months to complete. The programme comprises a total of 10 modules. The method of assessment is assignment-based.

The course comprises:

- 6 lectures per module;
- 3-hour lectures (evening);
- 12 hours of guided learning, presentations, comprising synchronous online discussions, tutorials and/or videos;
- Self-study hours comprising research, reading and assignment work.

COST

Reading for the entire Foundation Course in Management as presented in this brochure costs €3,000.*

Upon successful completion of this course, students will be eligible for a 70% refund of the cost through the 'Get Qualified' scheme.**

Due to the modular structure of the course, you may also opt to take individual modules as stand-alone. The entry requirements still apply.***

* Prices are applicable to students who already reside in Malta at the time of the application.

** Terms and Conditions apply.

*** For the price of individual modules, please contact the IDEA Academy team.

PROGRAMME OUTLINE

MODULE/UNIT TITLE	COMPULSORY OR ELECTIVE	ECTS
1. Communication and Presentation Skills	Compulsory	6 ECTS
2. Motivation, Initiative and Self Awareness	Compulsory	6 ECTS
3. Team Dynamics and Teamwork	Compulsory	6 ECTS
4. Time Management, Planning and Organising	Compulsory	6 ECTS
5. Problem Solving and Decision Making	Compulsory	6 ECTS
6. Negotiation and Persuasion Skills	Elective	6 ECTS
7. Foundation of Management and Basic Management Skills	Elective	6 ECTS
8. Organisations and Commercial Awareness	Elective	6 ECTS
9. Leadership Skills	Elective	6 ECTS
10. Developing Cultural Sensitivity	Elective	6 ECTS
11. Basic Financial Management	Elective	6 ECTS
12. Anti-Money Laundering	Elective	6 ECTS
13. Principles of Company Law	Elective	6 ECTS

You are required to complete all 5 compulsory modules (30 ECTS) and only 5 elective modules out of the proposed 8 (30 ECTS) fulfill the requirements of this foundation course.

Total credits: 60



mt.ideaeducation.com



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