The right to add withdraw or in any way change any part or any regulation without prior notification, remains vested in the University.
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SECTION B: SPECIFIC REGULATIONS FOR THE COLLEGE OF BUSINESS AND ECONOMICS

CBE.1 ACADEMIC REGULATIONS

The College regulations must be read together with the Academic Regulations of the University of Johannesburg. The UJ Academic Regulations are available online on the UJ website.

CBE.2 RULES OF ACCESS

The offering of any programme at a particular campus is subject to viability and adequate student numbers.

The University reserves the right to limit student numbers per programme. It could happen that an applicant satisfies the minimum selection criteria, but that no space is available on the programme.

Prospective students, who wish to apply for exemption on the basis of post-school qualifications, must complete such applications before registration.

CBE.3 ADMISSION

English has been regarded as the Language of Teaching and Learning. Applicants are required to meet the minimum APS as well as the minimum criteria for specific subjects. Applicants that meet the minimum criteria are not guaranteed automatic admission or registration.

3.1 GENERAL MINIMUM ADMISSION REQUIREMENT

PRINCIPLES FOR AN UNDERGRADUATE PROGRAMME

Admission requirements and compliance with the legal endorsement for undergraduate programmes for study at the University are as follows:

(a) A National Senior Certificate (NSC) with higher certificate endorsement is a legal requirement for admission into a higher certificate.

(b) A National Senior Certificate (NSC) with diploma endorsement is a legal requirement for admission into an undergraduate diploma.

(c) A National Senior Certificate (NSC) with bachelor’s degree endorsement is a legal requirement for admission into an undergraduate bachelor’s degree.

(d) An Senior Certificate (Amended) AS(A), with a pass of three subjects at 40%, one of which must be an official language at Home Language Level or pass subjects at 30%, one of which must be an official language at First Additional or Home Language Level or obtained a subminimum of 20% in the sixth subject.

(e) A National Senior Certificate for Adults (NASCA) is awarded at certification of 120 credits on NQF level 4 with at least four subjects passed, carrying 30 credits each.

(f) An applicant who has successfully completed a Higher Certificate at an accredited Higher Education Institution (HEI) may be admitted into an appropriate Advanced Certificate.
(g) An applicant who has successfully completed a Higher Certificate at an accredited HEI and has accumulated relevant credits may be admitted to a related undergraduate diploma programme, subject to the candidate being granted a NSC diploma endorsement by Universities South Africa (USAf) after the successful completion of the Higher Certificate.

(h) An applicant who has successfully completed an undergraduate diploma, may be admitted into an undergraduate bachelor’s degree programme, subject to the candidate being granted a NSC bachelor’s degree endorsement by USAf.

(i) Other progression and/or articulation requirements, as reflected in the Higher Education Qualifications Sub Framework (HEQSF), are applicable.

(j) Applicants who have completed their National Senior Certificate (NSC) or Senior Certificate (SC) must comply with the minimum Admission Points Score (APS).

(k) All applicants must comply with the language requirements, qualification or module requirements for admission into each programme as outlined by the relevant school in the college.

(l) International applicants wishing to register for undergraduate or postgraduate fully online qualifications will be required to demonstrate equivalence with the above admission requirements, with certification of equivalence by SAQA or USAf where required.

(m) All applicants intending to study in the online mode of delivery must:
   (i) Have access to a computer with a reliable and stable, high-speed Internet connection (3G/4G, LTE, ADSL or Fibre);
   (ii) Participate in teaching and learning activities through the LMS;
   (iii) Be able to use a webcam and/or microphone if required;
   (iv) Review and comply with the complete list of technical requirements specific to the programme of study.
   (v) Complete an online orientation course offered by the Centre for Academic Technologies, if required.

(n) Other additional admission requirements may be:
   (i) admission and placement tests as approved by Senate;
   (ii) personal interviews;
   (iii) portfolios of evidence;
   (iv) Recognition of Prior Learning (RPL) process;
   (v) SAQA or USAf certification of equivalents;
   (vi) language proficiency tests;
   (vii) Senate discretionary admission.

(o) Compliance with the minimum requirements does not guarantee admission and registration because the University has a specific number of places available as approved by the Department of Higher Education and Training. Fully online qualifications may also be subject to caps on enrolments as determined on an annual basis by the college.

(p) Prospective students currently in Grade 12 will be considered for admission to study at the University based on their final Grade 11 results, which is calculated in the same way as the APS using the results of the final Grade 11 subjects. Any applicant who has been conditionally admitted on the final Grade 11 results will still have to satisfy the minimum admission requirements in Grade 12 for registration for the relevant qualification as laid down by the University. Final admission may also be dependent on applicants maintaining their Grade 12 performance at a similar or higher level to that of their final Grade 11 results used to determine their conditionally admitted status.

(q) Prospective students who comply with the minimum legal requirements for admission to a programme, but who do not meet the additional college-specific minimum Admission Points Score (APS), may, upon good cause shown, be granted admission to such programme at the discretion of the relevant Executive Dean. If prospective students do not meet specific admission requirements in respect of a module in such a programme that is taught in a faculty other than the school in
which the programme is offered, the Executive Dean must consult with the Executive Dean of the faculty within which the module resides before admission to the programme is granted.

(r) School-leaving certificates not included in the table under point 3.9 below are dealt with individually in schools/faculties and departments.

3.2 ADMISSION REQUIREMENTS FOR INTERNATIONAL APPLICANTS AND APPLICANTS WHO COMPLETED THE SENIOR CERTIFICATE (SC)

- Admission Point Scores (APS) are awarded for the six best subjects (taking faculty- and programme-specific requirements into account) in the SC, HIGCSE, IGCSE, A-levels, AS-Levels, O-levels, IB, WAEC, KCSE, Diplome/Exam d’état, CHL/EM or the Baccalaureate according to the table above. A maximum of six subjects will be used to calculate the total APS.
- Applicants who obtained the SC will be considered for admission to study at the University.

3.3 ADMISSION REQUIREMENTS FOR APPLICANTS WHO OBTAINED THE NATIONAL SENIOR CERTIFICATE (NSC) IN 2008 OR LATER

- Life Orientation is not counted in the calculation of the total APS nor is it considered as an individual compulsory subject.
- In total six subjects are used for the calculation of the total APS. The total APS of an applicant is the sum of the achievement ratings of the programme compulsory subjects and the remaining-NSC subjects of that applicant.
- If applicants completed more than the minimum number of subjects (six) in their NSC, the compulsory subjects and the best of the three remaining subjects will be used to calculate the total APS.
- Refer to the UJ Prospectus/Website for the requirements per qualification.

3.4 ADMISSION REQUIREMENTS FOR APPLICANTS WHO OBTAINED THE NATIONAL CERTIFICATE VOCATIONAL (NCV)

- Only applicable for diplomas, extended degrees and certain BCom degrees. Refer to CBE.6 point 6.3 (Diplomas), CBE.8 point 8.3 (extended Degrees) and CBE.9 point 9.4 for BCom degrees for admission requirements.

3.5 ADMISSION REQUIREMENTS FOR APPLICANTS WHO OBTAINED THE NATIONAL SENIOR CERTIFICATE FOR ADULTS (NASCA)

- Senate Discretionary Conditional Admission will be considered for applicants who have successfully completed the NASCA and who have applied for admission to an Extended Diploma or Diploma in CBE provided that:
- The applicant meets the following minimum subject requirements:
  - English 60% APS 5
  - Maths 60% APS 5 or
  - Maths Lit 70% APS 6
- The applicant complete a PsyCaD assessment; obtaining an unconditional recommendation;
- The applicant complete the NBT; obtaining at least the following results:
  - Academic Literacy 65%
  - Quantitative Literacy 52% or
  - Maths 50%; and
- The relevant Director of School recommend the admission.
- Applicants may also be required to write a placement/aptitude test to evaluate their learning potential for the relevant programme/s.
- Selection is based on academic merit and the availability of places and hence specific selection criteria may be applied within the required Enrolment Management Plan as the University has a specific number of places available as approved by the Department of Higher Education and Training for new undergraduate first year students.

### 3.6 ADMISSION REQUIREMENTS FOR APPLICANTS WHO OBTAINED THE SENIOR CERTIFICATE (AMENDED) SC(A)

- Senate Discretionary Conditional Admission for candidates who have successfully completed the ASC and who have applied for admission to an extended diploma, diploma, extended degree or BA degree programmes in CBE provided that:
- The applicant meets the minimum APS and the minimum subject requirements per qualification;
- The applicant complete the NBT, obtaining at least the following results:
  - Academic Literacy 65%
  - Quantitative Literacy 52% or
  - Maths 50%; and
- The relevant Director of School recommend the admission.
- Selection is based on academic merit and the availability of places and hence specific selection criteria may be applied within the required Enrolment Management Plan as the University has a specific number of places available as approved by the Department of Higher Education and Training for new undergraduate first year students.

<table>
<thead>
<tr>
<th>Extended diplomas</th>
<th>Minimum APS and subject requirements for qualifications offered in the CBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>APS with Maths</td>
<td>20</td>
</tr>
<tr>
<td>APS with Maths Lit</td>
<td>22</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Maths</td>
<td>3</td>
</tr>
<tr>
<td>Maths Lit</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diplomas</th>
<th>Minimum APS and subject requirements for qualifications offered in the CBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>APS with Maths</td>
<td>23</td>
</tr>
<tr>
<td>APS with Maths Lit</td>
<td>25</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Maths</td>
<td>3</td>
</tr>
<tr>
<td>Maths Lit</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extended degrees</th>
<th>Minimum APS and subject requirements for qualifications offered in the CBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>APS with Maths</td>
<td>27</td>
</tr>
<tr>
<td>APS with Maths Lit</td>
<td>30</td>
</tr>
</tbody>
</table>
3.7 ADMISSION REQUIREMENTS FOR APPLICANTS WHO COMPLETED THE GENERAL EDUCATION DIPLOMA (GED)

- The GED results are converted to an APS and together with the NSC results the total APS is calculated.
- The applicant needs to meet the minimum APS and subject requirements.
- A letter from Universities South Africa indicating foreign conditional exemption is also required.
- Meeting the minimum requirements with the letter form Universities South Africa will suffice for application at the University of Johannesburg.

3.8 CALCULATION OF THE APS/M-SCORE*

<table>
<thead>
<tr>
<th>APS Scale (%)</th>
<th>7</th>
<th>6</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>80-100%</td>
<td>70-79%</td>
<td>60-69%</td>
<td>50-59%</td>
<td>40-49%</td>
<td>30-39%</td>
<td>0-29%</td>
<td></td>
</tr>
</tbody>
</table>

*Life Orientation is not counted in the calculation of the APS.
### 3.9 UJ ADMISSION POINT SCORE TABLE USED FOR CALCULATING THE ADMISSION POINT SCORE (APS)

<table>
<thead>
<tr>
<th>APS</th>
<th>NATIONAL</th>
<th>INTERNATIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NSC (IEB/SACAI)</td>
<td>SC HG (M-SCORE)</td>
</tr>
<tr>
<td>10</td>
<td>A 7</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>B 6</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>C 5</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>7 (80-100%)</td>
<td>A 1</td>
</tr>
<tr>
<td>6</td>
<td>6 (70-79%)</td>
<td>B A 2</td>
</tr>
<tr>
<td>5</td>
<td>5 (60-69%)</td>
<td>C B 3</td>
</tr>
<tr>
<td>4</td>
<td>4 (50-59%)</td>
<td>D C 4</td>
</tr>
<tr>
<td>3</td>
<td>3 (40-49%)</td>
<td>E D C E 3</td>
</tr>
<tr>
<td>2</td>
<td>2 (30-39%)</td>
<td>F E D/E 2</td>
</tr>
<tr>
<td>1</td>
<td>1 (0-29%)</td>
<td>G F F/G 1</td>
</tr>
</tbody>
</table>

### ABBREVIATIONS

- **NSC:** National Senior Certificate (completed Grade 12 since 2008)
- **SC HG:** Senior Certificate Higher Grade (completed Grade 12 before 2008)
- **SC SG:** Senior Certificate Standard Grade (completed Grade 12 before 2008)
- **IEB:** Independent Examination Board
- **SACAI:** South African Comprehensive Assessment Institute
- **HIGCSE:** Higher International General Certificate of Secondary Education
- **IGCSE:** International General Certificate of Secondary Education
- **NSSC(HL):** Namibia Senior Secondary Certificate (Higher Level)
- **NSSC(OL):** Namibia Senior Secondary Certificate (Ordinary Level)
- **AS Levels:** Advanced Subsidiary Level
- **A Levels:** Advanced Level
3.10 ALTERNATIVE ADMISSIONS

Senate Discretionary Conditional Admission
- Senate Discretionary Conditional Admission for candidates who have successfully completed the National Senior Certificate (NSC) or National Certificate (NC) or National Certificate Vocational or National Senior Certificate for Adults (NASCA) or Senior Certificate (Amended) (SC(A)) and who have applied for admission to an undergraduate programme at the University may be considered by Senate on recommendation of the relevant Executive Dean, subject to successfully completing a PsyCaD assessment and of the NBT and obtaining at least Higher Intermediate Level.

School of Tomorrow applicants
- The Executive Dean, together with the Registrar, may approve admission of School of Tomorrow applicants via the Senate discretionional admission process subject to the applicant completing a PsyCaD assessment and the NBT (obtaining at least Higher Intermediate level).

Recognition of prior learning (RPL)
- The University may, on the grounds of RPL, and subject to Senate-approved special admission rules, admit students who do not comply with the minimum admission requirements.

Placement in access or alternative programmes
- Prospective students who do not meet the general minimum admission requirements for a specific programme may be placed in a Senate-approved access programme, having followed a Senate-approved placement procedure.

3.11 APPLICATION FOR ADMISSION TO STUDY AT THE UNIVERSITY
- Prospective students must apply for admission to programmes not later than the determined programme specific closing dates as stipulated on the official UJ website. An annually determined application fee is payable for paper applications. Online applications are free.
- Admission is subject to selection in accordance with programme-specific admission requirements determined by the Faculty Board, as well as minimum requirements set for transfer students, approved by Senate and contained in the relevant Faculty Rules and Regulations.
- The University has the right to revoke or amend the admission status of an applicant, and cancel or refuse the registration of an applicant or student who provided incorrect information and documentation material to an application for
admission or re-admission, or who omitted to provide information or documentation material to an application for admission or re-admission.

- No notice regarding an applicant’s admission status is official and binding on the University, unless it has been sent by email to an applicant from the University's server or uploaded by the University to the online Student Portal application status page.
- Admission is also subject to

(a) the University’s Enrolment Management Plan approved by the DHET, the Senate and Faculty Boards;
(b) caps for elective modules as approved;
(c) professional regulatory requirements where programmes are regulated by external regulatory boards/councils;
(d) requirements related to the student equity profile;
(e) Senate-approved selection, placement and admission tests.
(f) caps on enrolment into fully online programmes as determined annually by the faculties.

3.12 ADMISSION OF INTERNATIONAL APPLICANTS

Admission of international applicants is subject to the conditions set out in the Immigration Act 13 of 2002.

- The success of an international application depends on both the confirmation of academic acceptance and the obtaining of the necessary statutory documentation and state approval.
- All prospective international students are required to submit proof of English language proficiency, which may consist of:

(a) the results of the internationally recognised International English Language Testing System (IELTS) test (with a score determined by the relevant faculty)
   or
(b) English passed at school-leaving level (at a level determined by the relevant faculty);
   or
(c) the results of the UJ English Language Programme (UJELP) test (at a level determined by the relevant faculty).

3.13 RIGHT OF ADMISSION

The Vice-Chancellor and the Council of the University determine the admission of an applicant to the University. An applicants who has applied for admission and satisfies the minimum rules and requirements of access and admission, but who has been refused admission, may request written reasons for such refusal from the relevant Executive Dean.

The University of Johannesburg, its faculties and the college have the right to change the admission requirements of a specific field of study.
CBE.4 DURATION OF PROGRAMMES

- The minimum duration of a programme is in accordance with the HEQSF and HEMIS requirements.
- Duration of contact programmes is inclusive of any interruption of studies.
- For any qualification offered part time, one additional year may be added to the maximum duration.
- Students who fail to complete the programme within the maximum period will be allowed to continue with the programme only if granted special permission by the Executive Dean on recommendation of the relevant Head of Department or the faculty’s Examination or Assessment Committee. Refer to table.
- Students who are granted credit for modules towards a specific programme must be registered at the University for this specific programme for a minimum of one semester, if it is a one-year programme; a minimum of one year, if it is a two-year programme; or a minimum of two years, if it is a three-year or four-year programme before the qualification can be awarded or conferred by the University.

CBE.5 MINIMUM ADMISSION REQUIREMENTS AND DURATION OF EXTENDED DIPLOMAS

Extended Diplomas should have a minimum of 260 credits.

SELECTION CRITERIA
Selection is based on academic merit and the availability of places and hence may entail the use of additional criteria/requirements.

- Meeting the minimum requirements for a particular programme does not necessarily guarantee admission to that programme. Specific selection criteria may be applied within the required Enrolment Management Plan as the University has a specific number of places available as approved by the Department of Higher Education and Training (DHET) for new undergraduate first year students.
- Student numbers for each Extended Diploma programme are limited.
- Life Orientation (LO) is not used when calculating the APS.
- The minimum duration for Extended Diploma studies is **four years** of full-time study.
- The maximum duration is **six years** of full-time study.

5.1 National Senior Certificate (NSC) – 2008 and after or Senior Certificate (SC) – before 2008

The minimum admission requirements for an extended diploma are in accordance with the requirements as defined in the Government Gazette July 2008.

This implies the following:
- NSC endorsed with diploma admission;
- SC-based complete/conditional exemption;
- language requirements;
- admission/placement tests as approved by Senate;
- College- and programme-specific requirements as determined by the relevant Board of College, approved by Senate and contained in the relevant Rules and Regulations.

5.2 The following are specific minimum admission requirements in respect of extended diploma studies in the College of Business and Economics.
CBE.6 MINIMUM ADMISSION REQUIREMENTS AND DURATION OF DIPLOMAS

Diplomas should have a minimum of 360 credits.

SELECTION CRITERIA
Selection is based on academic merit and the availability of places and hence may entail the use of additional criteria/requirements.

- Meeting the Faculty’s minimum requirements for a particular programme does not necessarily guarantee admission to that programme. Specific selection criteria may be applied within the required Enrolment Management Plan as the University has a specific number of places available as approved by the Department of Higher Education and Training (DHET) for new undergraduate first year students.
- Student numbers for each Diploma programme are limited.
- Life Orientation (LO) is not used when calculating the APS.
- The minimum duration for Diploma studies is three years of full-time study.
- The maximum duration is five years of full-time study.

6.1 National Senior Certificate (NSC) – 2008 and after or Senior Certificate (SC) – before 2008

The minimum admission requirements for a diploma are in accordance with the requirements as defined in the Government Gazette July 2008.

This implies the following:
a) NSC endorsed with diploma admission;
b) SC-based complete/conditional exemption;
c) language requirements;
d) admission/placement tests as approved by Senate;
e) College- and programme-specific requirements as determined by the relevant Board of College, approved by Senate and contained in the relevant Rules and Regulations.

6.2 The following are specific minimum admission requirements in respect of diploma studies in the College of Business and Economics (CBE).

<table>
<thead>
<tr>
<th>Diplomas</th>
<th>Minimum APS</th>
<th>English</th>
<th>Mathematics</th>
<th>Mathematical Literacy</th>
<th>Offered by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy **</td>
<td>20 with Mathematics OR 22 with Mathematical Literacy</td>
<td>3</td>
<td>3</td>
<td>5</td>
<td>School of Accounting</td>
</tr>
<tr>
<td>Business Information Technology</td>
<td>22 with Mathematics OR 24 with Mathematical Literacy</td>
<td>4</td>
<td>3</td>
<td>6</td>
<td>School for Consumer Intelligence and Information Systems</td>
</tr>
<tr>
<td>Financial Services Operations **</td>
<td>20 with Mathematics OR 22 with Mathematical Literacy</td>
<td>3</td>
<td>3</td>
<td>5</td>
<td>Johannesburg Business School</td>
</tr>
<tr>
<td>Food and Beverage Operations</td>
<td>22 with Mathematics OR 24 with Mathematical Literacy</td>
<td>4</td>
<td>3</td>
<td>5</td>
<td>School of Tourism &amp; Hospitality</td>
</tr>
<tr>
<td>Human Resources Management</td>
<td>22 with Mathematics OR 24 with Mathematical Literacy</td>
<td>4</td>
<td>3</td>
<td>5</td>
<td>Johannesburg Business School</td>
</tr>
<tr>
<td>Logistics</td>
<td>22 with Mathematics OR 24 with Mathematical Literacy</td>
<td>4</td>
<td>3</td>
<td>5</td>
<td>Johannesburg Business School</td>
</tr>
<tr>
<td>Marketing</td>
<td>22 with Mathematics OR 24 with Mathematical Literacy</td>
<td>4</td>
<td>3</td>
<td>5</td>
<td>School for Consumer Intelligence and Information Systems</td>
</tr>
<tr>
<td>Retail Business Management</td>
<td>22 with Mathematics OR 24 with Mathematical Literacy</td>
<td>4</td>
<td>3</td>
<td>5</td>
<td>School for Consumer Intelligence and Information Systems</td>
</tr>
<tr>
<td>Small Business Management*</td>
<td>22 with Mathematics OR 24 with Mathematical Literacy</td>
<td>4</td>
<td>3</td>
<td>5</td>
<td>Johannesburg Business School</td>
</tr>
<tr>
<td>Tourism Management</td>
<td>22 with Mathematics OR 24 with Mathematical Literacy</td>
<td>4</td>
<td>3</td>
<td>5</td>
<td>School of Tourism &amp; Hospitality</td>
</tr>
</tbody>
</table>
Please note that Life Orientation (LO) is not used when calculating the APS.

* It is recommended that applicants to this qualification show a desire to start their own business and to become an entrepreneur.

** A student in the College of Business and Economics who has diploma endorsement but does not meet the specific diploma entry requirements may obtain access to diploma studies in Accountancy or Financial Services Operations through the Programme in Commercial Accounting and must complete all prescribed modules of the latter programme within the first year of registration.

6.3 National Certificate (Vocational) (NC(V)) – From 2007

In the College of Business and Economics, (NC(V)) candidates are considered only for diploma, extended degree and certain BCom degree programmes.

For the Diploma in Accountancy and the Diploma in Financial Services Operations, the following are specific minimum admission requirements for candidates who completed the National Certificate (Vocational):

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fundamental Component</th>
<th>Vocational Component</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English</td>
<td>Mathematics OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematical Literacy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td>Diploma Programmes (3 years)</td>
<td>60%</td>
<td>60%</td>
</tr>
<tr>
<td></td>
<td>60%</td>
<td>60%</td>
</tr>
<tr>
<td></td>
<td>60%</td>
<td>60%</td>
</tr>
<tr>
<td></td>
<td>60%</td>
<td>60%</td>
</tr>
<tr>
<td></td>
<td>60%</td>
<td>60%</td>
</tr>
</tbody>
</table>

For the Diploma in Food and Beverage Operations, Hospitality Management, Human Resources Management, Logistics, Marketing, Retail Business Management, Small Business Management, Tourism Management and Transportation Management, the following are specific minimum admission requirements for candidates who completed the National Certificate (Vocational):

- A NCV (level 4) issued by the Council for General and Further Education and Training and the following subject specific requirements.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fundamental Component</th>
<th>Vocational Component</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English</td>
<td>Mathematics OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematical Literacy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td>Diploma Programmes (3 years)</td>
<td>60%</td>
<td>60%</td>
</tr>
<tr>
<td></td>
<td>60%</td>
<td>60%</td>
</tr>
<tr>
<td></td>
<td>60%</td>
<td>60%</td>
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<td>60%</td>
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<td></td>
<td>60%</td>
<td>60%</td>
</tr>
<tr>
<td></td>
<td>60%</td>
<td>60%</td>
</tr>
<tr>
<td></td>
<td>60%</td>
<td>60%</td>
</tr>
</tbody>
</table>

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For the Diploma in Business Information Technology: an achievement of at least 70% in Mathematics or 80% in Mathemetic Literacy taken as fundamental subject is required.

CBE.7 MINIMUM ADMISSION REQUIREMENTS AND DURATION OF BTECH AND ADVANCED DIPLOMAS

BTech and Advanced Diplomas should have a minimum of 120 credits.

SELECTION CRITERIA
Selection is based on academic merit and the availability of places and hence may entail the use of additional criteria/requirements.
Preparatory study and an entrance examination may be required by the relevant department.
Information regarding admission requirements is obtainable from the relevant School in the College of Business and Economics.

- Meeting the minimum requirements for a particular programme does not necessarily guarantee admission to that programme. Specific selection criteria may be applied within the required Enrolment Management Plan as the University has a specific number of places available as approved by the Department of Higher Education and Training (DHET) for new undergraduate first year students.
- Student numbers for each Advanced Diploma programme are limited.
- The minimum duration for Advanced Diploma studies is one year of full-time study.
- The maximum duration is two years of study.

7.1 The following are Advanced Diplomas offered by the different Schools in the College of Business and Economics (CBE).

<table>
<thead>
<tr>
<th>Advanced Diploma</th>
<th>Offered by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy</td>
<td>School of Accounting</td>
</tr>
<tr>
<td>Business Information Technology</td>
<td>School of Consumer Intelligence &amp; Information Systems</td>
</tr>
<tr>
<td>Financial Management</td>
<td>School of Accounting</td>
</tr>
<tr>
<td>Financial Markets</td>
<td>Johannesburg Business School</td>
</tr>
<tr>
<td>Financial Markets (Fully online)</td>
<td>Johannesburg Business School</td>
</tr>
<tr>
<td>Logistics</td>
<td>Johannesburg Business School</td>
</tr>
<tr>
<td>Management</td>
<td>Johannesburg Business School</td>
</tr>
<tr>
<td>People Performance Management (Fully online)</td>
<td>Johannesburg Business School</td>
</tr>
<tr>
<td>Property Valuation and Management</td>
<td>Johannesburg Business School</td>
</tr>
<tr>
<td>Retailing</td>
<td>School of Consumer Intelligence &amp; Information Systems</td>
</tr>
<tr>
<td>Transportation Management</td>
<td>Johannesburg Business School</td>
</tr>
</tbody>
</table>

CBE.8 MINIMUM ADMISSION REQUIREMENTS AND DURATION OF EXTENDED DEGREE PROGRAMMES

Extended degrees should have a minimum of 360 credits.
- The minimum duration for extended degree studies is four years full-time.
- The maximum duration is six years of study.
The first year of study comprises foundational modules. The second, third and fourth years are the same as the first, second and third years of study of the corresponding regular degree.

The Bachelor of Commerce in Accounting extended degree, BCom (Accounting) Extended, programme does not provide direct access to the Postgraduate Diploma in Accounting Science (the Chartered Accountancy (CA) stream). However, students who complete the BCom (Accounting) extended degree, may enrol for a bridging programme (subject to space, admission requirements and the continued future offering of this programme). Upon completion of this bridging programme and compliance with specific performance requirements, candidates may then apply for the Postgraduate Diploma in Accounting Science.

SELECTION CRITERIA
Selection is based on academic merit and the availability of places and hence may entail the use of additional criteria/requirements.

Applicants may also be required to write a placement/aptitude test to evaluate their learning potential for the relevant extended curriculum programme/s. The applicant must be a previously educationally and socially disadvantaged student, profiled within the relevant policy framework/guidelines of the University.

Meeting the College’s minimum requirements for a particular programme does not necessarily guarantee admission to that programme. Specific selection criteria may be applied within the required Enrolment Management Plan as the University has a specific number of places available as approved by the Department of Higher Education and Training (DHET) for new undergraduate first year students.

Only new first time entering candidates are considered for admission into BCom extended degree programmes. This means that those who previously enrolled at a Higher Education Institution do not qualify for entering into the BCom extended degrees.

Due to enrolment constraints only a predetermined number of students will be admitted to an extended Bachelor of Commerce programme. Hence other selection criteria may be applied.

8.1 **National Senior Certificate (NSC) – 2008 and after or Senior Certificate (SC) – before 2008**

The minimum admission requirement for a bachelor’s degree is a National Senior Certificate (NSC) with a minimum of 30% in the language of learning and teaching of the higher education institution as certified by Umalusi, coupled with an achievement rating of 4 or better in four subjects from the designated 20-credit subject list. (Government Notice, No. 751, 11 July 2008)

8.2 The following are specific minimum admission requirements in respect of extended Bachelor of Commerce degree studies in the College of Business and Economics (CBE).
<table>
<thead>
<tr>
<th>Extended Degrees</th>
<th>Minimum APS *</th>
<th>English</th>
<th>Mathematics</th>
<th>Mathematical literacy</th>
<th>Offered by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy</td>
<td>25 with Mathematics OR 28 with Mathematical Literacy</td>
<td>4</td>
<td>3</td>
<td>6</td>
<td>School of Accounting</td>
</tr>
<tr>
<td>Business Management</td>
<td>25 with Mathematics OR 28 with Mathematical Literacy</td>
<td>4</td>
<td>3</td>
<td>6</td>
<td>Johannesburg Business School</td>
</tr>
<tr>
<td>Economics &amp; Econometrics</td>
<td>25 with Mathematics OR 28 with Mathematical Literacy</td>
<td>4</td>
<td>3</td>
<td>6</td>
<td>School of Economics</td>
</tr>
<tr>
<td>Finance</td>
<td>25 with Mathematics OR 28 with Mathematical Literacy</td>
<td>4</td>
<td>3</td>
<td>6</td>
<td>Johannesburg Business School</td>
</tr>
</tbody>
</table>

* Life Orientation (LO) is not used when calculating the APS.

A student in the College of Business and Economics who has obtained access to degree studies through the extended programme must complete all foundation modules within the first two years of study.

### 8.3 National Certificate (Vocational) (NC(V)) – From 2007

**Admission requirements for candidates who completed the National Certificate (Vocational):**
Candidates with an NCV are considered for the BCom extended degrees and must have achieved the following minimum admission requirements for the National Certificate (Vocational):

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fundamental Component</th>
<th>Vocational Component</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English</td>
<td>Mathematics OR Mathematical literacy</td>
</tr>
<tr>
<td>All BCom extended degree Programmes (4 years)</td>
<td>70%</td>
<td>70%</td>
</tr>
</tbody>
</table>
CBE.9  MINIMUM ADMISSION REQUIREMENTS AND DURATION OF BACHELOR OF COMMERCE (BCom) (REGULAR DEGREES) AND BACHELOR OF ART (BA) REGULAR DEGREES

Bachelor of Commerce (Regular Degrees) and Bachelor of Art (Regular Degrees) should have a minimum of 360 credits.

SELECTION CRITERIA
Selection is based on academic merit and the availability of places and hence may entail the use of additional criteria/requirements.

Applicants may also be required to write a placement/aptitude test to evaluate their learning potential for the relevant extended curriculum programme/s.

- Meeting the College’s minimum requirements for a particular programme does not necessarily guarantee admission to that programme. Specific selection criteria may be applied within the required Enrolment Management Plan as the University has a specific number of places available as approved by the Department of Higher Education and Training (DHET) for new undergraduate first year students.
- Due to enrolment constraints only a predetermined number of students will be admitted to a Bachelor of Commerce OR Bachelor of Art programme. Hence other selection criteria may be applied.
- Life Orientation (LO) is not used when calculating the APS;
- The minimum duration for a Bachelor Degree is three years of full-time study.
- The maximum duration is five years of full-time study.

9.1. National Senior Certificate (NSC) – 2008 and after or Senior Certificate (SC) before 2008

The minimum admission requirements for a degree are in accordance with the requirements as defined in the Government Gazette July 2008.

This implies the following:

a) NSC endorsed with degree admission;
b) SC-based complete/conditional exemption;
c) language requirements;
d) admission/placement tests as approved by Senate;
e) Programme-specific requirements as determined by the relevant Board of College, approved by Senate and contained in the relevant College Rules and Regulations.
9.2 The following are specific minimum admission requirements in respect of Bachelor of Arts degree studies in the College of Business and Economics.

<table>
<thead>
<tr>
<th>Bachelor of Arts Degree Programmes</th>
<th>Minimum APS*</th>
<th>English</th>
<th>Mathematics</th>
<th>Mathematical Literacy</th>
<th>Offered by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA Public Management and Governance</td>
<td>26 with Mathematics OR 28 with Mathematical Literacy</td>
<td>5</td>
<td>3</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

Life Orientation (LO) is not used when calculating the APS.

*If Industrial Psychology is chosen as an ancillary subject then Grade 12 mathematics with a minimum APS of 4 is required.

**A student may register for Geography 1A and Geography 1B provided they obtained a minimum APS of 4 for any two of the following Grade 12 subjects: Geography, Life Science, Physical Science or Mathematics while also meeting the other additional Faculty entry requirements.

*** Students wishing to continue with Business Management at the second and third year level need to have an APS score of at least 4 in Mathematics. Students with Mathematical Literacy will be required to register for Business Studies 2 and 3.

9.3 The following are specific minimum admission requirements in respect of Bachelor of Commerce and Bachelor degree studies in the College of Business and Economics.

<table>
<thead>
<tr>
<th>Bachelor of Commerce and Bachelor Degrees</th>
<th>Minimum APS*</th>
<th>English</th>
<th>Mathematics</th>
<th>Mathematical Literacy</th>
<th>Offered by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>28 with Mathematics</td>
<td>4</td>
<td>4</td>
<td>Not accepted</td>
<td>School of Accounting</td>
</tr>
<tr>
<td>Program Name</td>
<td>Minimum Points Required</td>
<td>Mathematics Required</td>
<td>Additional Points Required</td>
<td>School/College</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>-------------------------</td>
<td>----------------------</td>
<td>---------------------------</td>
<td>-----------------------------------</td>
<td></td>
</tr>
<tr>
<td>Accounting (CA)</td>
<td>33</td>
<td>4</td>
<td>Not accepted</td>
<td>School of Accounting</td>
<td></td>
</tr>
<tr>
<td>Accounting (Bachelor of International Accounting) Fully online</td>
<td>28</td>
<td>4</td>
<td>Not accepted</td>
<td>School of Accounting</td>
<td></td>
</tr>
<tr>
<td>Business Management</td>
<td>26</td>
<td>4</td>
<td>Not accepted</td>
<td>Johannesburg Business School</td>
<td></td>
</tr>
<tr>
<td>Economics &amp; Econometrics</td>
<td>28</td>
<td>4</td>
<td>Not accepted</td>
<td>School of Economics</td>
<td></td>
</tr>
<tr>
<td>Entrepreneurial Management</td>
<td>26</td>
<td>4</td>
<td>Not accepted</td>
<td>Johannesburg Business School</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>28</td>
<td>4</td>
<td>Not accepted</td>
<td>Johannesburg Business School</td>
<td></td>
</tr>
<tr>
<td>Hospitality Management</td>
<td>26 OR 28</td>
<td>5, 4</td>
<td>5</td>
<td>School of Tourism &amp; Hospitality</td>
<td></td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>28</td>
<td>4</td>
<td>Not accepted</td>
<td>Johannesburg Business School</td>
<td></td>
</tr>
<tr>
<td>Human Resource Management (Fully Online)</td>
<td>28</td>
<td>4</td>
<td>Not accepted</td>
<td>Johannesburg Business School</td>
<td></td>
</tr>
<tr>
<td>Industrial Psychology</td>
<td>26</td>
<td>4</td>
<td>Not accepted</td>
<td>Johannesburg Business School</td>
<td></td>
</tr>
<tr>
<td>Information Management*</td>
<td>26 OR 28</td>
<td>4, 4</td>
<td>6</td>
<td>School of Consumer Intelligence &amp; Information Systems</td>
<td></td>
</tr>
<tr>
<td>Information Systems</td>
<td>26</td>
<td>4</td>
<td>Not accepted</td>
<td>School of Consumer Intelligence &amp; Information Systems</td>
<td></td>
</tr>
<tr>
<td>Logistics Management</td>
<td>26</td>
<td>4</td>
<td>Not accepted</td>
<td>Johannesburg Business School</td>
<td></td>
</tr>
<tr>
<td>Marketing Management</td>
<td>26</td>
<td>4</td>
<td>Not accepted</td>
<td>School of Consumer Intelligence &amp; Information Systems</td>
<td></td>
</tr>
<tr>
<td>Tourism Development and Management</td>
<td>26 OR 28</td>
<td>5, 3</td>
<td>4</td>
<td>School of Tourism &amp; Hospitality</td>
<td></td>
</tr>
</tbody>
</table>
Life Orientation (LO) is not used when calculating the APS.

* If Economics or Accounting is chosen as a module then Grade 12 Mathematics with a minimum APS of 4 is required. If Business Management is chosen as from the second year of study then Grade 12 Mathematics with a minimum APS of 4 is required. Students with an APS lower than 4 or Mathematical Literacy must choose Business Studies.

9.4 National Certificate (Vocational) (NC(V)) – From 2007

Admission requirements for candidates who completed the National Certificate (Vocational):

Candidates with an NCV are considered for the following BCom degrees:

**BCom Business Management, Entrepreneurial Management, Human Resource Management, Industrial Psychology, Information Systems, Logistics Management and Marketing Management** and must have achieved the following minimum admission requirements for the National Certificate (Vocational):

<table>
<thead>
<tr>
<th>Programme</th>
<th>Fundamental Component</th>
<th>Vocational Component</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English</td>
<td>Mathematics OR Mathematical Literacy</td>
</tr>
<tr>
<td>All BCom extended degree Programmes (4 years)</td>
<td>70%</td>
<td>70%</td>
</tr>
</tbody>
</table>

For **BCom Information Management** an achievement of at least 70% in Mathematics or 80% in Mathematic Literacy taken as fundamental subject is required.

**CBE.10 MINIMUM ADMISSION REQUIREMENTS AND DURATION OF BACHELOR DEGREE PROGRAMMES**

Bachelor Degree programmes should have a minimum of 360 credits.

**SELECTION CRITERIA**

Selection is based on academic merit and the availability of places and hence may entail the use of additional criteria/requirements.

Applicants may also be required to write a placement/aptitude test to evaluate their learning potential for the relevant extended curriculum programme/s.

- Meeting the College’s minimum requirements for a particular programme does not necessarily guarantee admission to that programme. Specific selection criteria may be applied within the required Enrolment Management Plan as the University has a specific number of places available as approved by the Department of Higher Education and Training (DHET) for new undergraduate first year students.
- Due to enrolment constraints only a predetermined number of students will be admitted to a Bachelor of Commerce programme. Hence other selection criteria may be applied.
• Life Orientation (LO) is not used when calculating the APS;
• The **minimum** duration for a Bachelor in Accounting Degree is **three years** of full-time study.
• The **maximum** duration is **five years** of full-time study.

10.1. **National Senior Certificate (NSC) – 2008 and after or Senior Certificate (SC) – before 2008**

The minimum admission requirements for a degree are in accordance with the requirements as defined in the Government Gazette July 2008.

This implies the following:

a) NSC endorsed with degree admission;
b) SC-based complete/conditional exemption;
c) language requirements;
d) admission/placement tests as approved by Senate;
e) Faculty- and programme-specific requirements as determined by the relevant Board of College, approved by Senate and contained in the relevant Faculty Rules and Regulations.

### CBE.11 REGISTRATION

Students may not attend lectures or any contact sessions in a module, receive study material or supervision, have access to any electronic study material or sources or be assessed in a module if they are not registered students at the University for the relevant module or programme for the relevant academic year.

1. Students register for an academic programme as contained in the University’s programme qualification mix (PQM) and also in the Faculty Rules and Regulations, or for an institution-approved continuing education programme.

2. Continuing students register for a programme subject to the regulations that applied at the time of first registration for that particular programme, provided that:
   
   (a) if the regulations are amended, students who commenced their studies under the previous regulations and who have not interrupted their studies and are compliant with all the other rules that were applicable at the time of their first registration provided that they complete their studies within the maximum period allowed, may complete their studies according to the previous regulations;
   
   (b) if the new regulations are beneficial to them, students may complete their studies under these new regulations;
   
   (c) the Faculty Board may set special transitional arrangements, approved by Senate, in respect of programmes where a change has been approved, and determine a date on which new regulations will be phased in and previous regulations phased out.

3. Students in contact programmes who interrupt their studies are required to apply for special permission from the relevant Faculty Officer to continue their studies. Continuation of studies may be subject to conditions.

   (a) Outstanding modules including Service Learning will result in registration the next year.
(b) The Head of Faculty Administration in consultation and with the permission of the relevant HOD may in exceptional circumstances allow students to continue their studies according to conditions that may be determined.

4. When regulations are amended, Senate may formulate transitional regulations for students to complete a specific programme according to the new regulations.

5. Applicants who are admitted for a particular academic year must register for that year according to the registration dates as determined by the University.

6. The MEC may, by notice to the applicants and students, bring the closing date for registration for a programme forward to remain within the enrolment cap for the programme.

7. An applicant or student who does not register for a programme before the cap is reached forfeits the right to register for the programme for the particular academic year.

8. Fees are determined by the University and are payable annually upon registration. (Refer to the UJ online website for fees of fully online programmes.)

9. After registration, students are obliged to pay the outstanding fees due on or before the dates stipulated by the University. The deadlines for fee payment are included in the UJ Fee Booklet.

10. Students who have cancelled their studies or who have registered and not taken up their studies remain liable for their fees in accordance with the UJ Fee Booklet.

11. Students are not allowed to register outside the prescribed and approved registration periods unless the Management Executive Committee formally extends the registration period. Students who register late may be liable for the payment of a late registration fee in accordance with the Student Fees Policy and decisions taken by the Management Executive Committee in this regard.

12. Students sign a formal agreement with the University in electronic format when they register online. Students who do not register online must complete, sign and submit a hard copy of the agreement. In the case of all minors, their parents or guardians must also sign and submit a hard copy of the agreement.

13. Students must adhere to the policies, rules and regulations of the University and undertake to pay the prescribed fees by signing the official registration form and the formal agreement with the University.

14. The registration of students is valid for the applicable registration period only and lapses on expiry of this period.

15. Students may not register simultaneously for two programmes at the University, or for a programme or module at another university, concurrently with their registration at the University without prior written consent of the Executive Dean of the relevant faculty and the relevant authority of the other university.

16. At least 50% of all the required modules (including all exit level modules) that a student must successfully complete for an undergraduate qualification to be awarded or conferred must be completed at the University to obtain the qualification certification. Only in exceptional cases, may the Executive Dean in consultation with the Registrar grant permission to complete an exit level module at another higher education institution.
17. Senate may determine the minimum number of students who should register for a programme or a module for it to be offered on a particular campus and/or in a particular year.

18. A student may not register for more than the prescribed number of modules per academic year/semester as:
   (a) approved by Faculty Board and Senate;
   (b) reflected in the Faculty Rules and Regulations and curriculum;
   (c) specified per year level.
   The Executive Dean of the faculty may approve a maximum of two additional semester modules or one year module per academic year.

19. Faculty Boards may determine the maximum number of students who may register for a programme or module in accordance with the University’s Enrolment Management Plan or in order to ensure quality teaching.

20. Registration takes place in accordance with the Programme Qualification Mix and related Higher Education Management Information System (HEMIS) business rules approved by the DHET.

21. The University does not guarantee that students (including those with a disability/impairment) who register for a qualification and successfully complete that qualification will be registered with a professional board/council or be successful in obtaining employment.

22. Students must update any changes in their names, surname or any other personal details on uLink.

23. No assessment result obtained by a student is official if the student was not registered for the relevant module when the result concerned was obtained.

11.1 REGISTRATION FOR FULLY ONLINE PROGRAMMES

Once a student is admitted to a fully online programme, he/she registers at no fee for that programme. The next step is to register for one or more modules according to one of the registration dates specified on the online website. All module registrations must be accompanied by full payment for the module. Students register only for modules offered during the specific study period selected.

For subsequent study periods, students will register for further modules, in terms of the requirements of the programme being followed and the registration dates specified in the Online Website. Programme requirements may specify compulsory, elective and prerequisite modules, which must be passed prior to proceeding to higher level modules.

Guidance as to the registration process and programme requirements will be available from the Call Centre.

Students are required to renew their registration for a fully online programme in accordance with the Academic Calendar for online programmes.

Online students agree to the terms and conditions of the online digital access and policy at registration.

Students who are admitted for a fully online programme and who failed to register for that fully online programme within the calendar year applied for will forfeit the right to register for the following calendar year. However, if the student was admitted for the fully online
programme within the last four months of a calendar year, the admittance will be carried over to the following calendar year.

Fully online students are required to comply with the University’s Academic Regulations in terms of attendance as applicable. Attendance in fully online programmes is measured in the following ways:

(i) the frequency and duration that the student spends online;
(ii) the extent of participation in fully online discussions;
(iii) the timeous submission of tasks and assignments; and
(iv) data-gathering allowing for advanced data analytics to foster improved teaching and learning

Students are required to complete tasks as specified for the module/s for which they are registered.

11.2 REQUIRED DOCUMENTS FOR REGISTRATION

Upon registration, prospective students who register for the first time at the University may be required to submit certified copies of all outstanding required documentation via email to Perceptive Content (ujappdocs@listsrv.uj.ac.za) before the registration process can take place.

Senior students are required to submit documents as specified below:

- If their personal information has changed since the previous registration;
- Students that still have outstanding documents listed; and/or
- If the student is a transfer student from another higher education institution(s).

Certified copies of certain documentation may be required upon registration as determined by the University.

Documents that may be requested include the following (depending on the particular and mode of delivery):

11.2.1 SOUTH AFRICAN APPLICANTS

First year students
a) Only if requested: Identity Document or permanent residence permit;
b) Only if requested: Grade 12 certificate or equivalent qualification and/or statement of symbols.

Transfer undergraduate students from other higher education institutions
a) Identity Document or permanent residence permit;
b) Senior Certificate or National Senior Certificate or equivalent qualification only when specifically requested by the college;
c) Academic record from the previous higher education institution(s);
d) Certificate of conduct, if not included on the academic record; and
e) Any additional Faculty programme requirements as determined by the Board of College.

First registration for advanced diploma, postgraduate diploma, honours, masters and doctoral applicants who completed their previous qualification at another higher education institution

Certified copies of:
a) Identity Document or permanent residence permit;
b) Diploma, degree, advance diploma, postgraduate diploma, honours or master’s certificate;
c) Academic record;
d) Certificate of conduct, if not included on the academic record; and
e) Additional Faculty or programme requirements as determined by the Board of College.

11.2.2 INTERNATIONAL APPLICANTS

• Undergraduate studies
  Certified copies of:
  a) Passport;
  b) Study permit;
  c) USAf evaluation of the school-leaving certificate;
  d) English proficiency test certificate or proof of English passed at school-leaving level;
     and
  d) Proof of SA medical insurance cover.

• Postgraduate studies
  a) Passport;
  b) Study permit;
  c) South African Qualifications Authority (SAQA) evaluation of previous qualification.
  d) International English Language Testing System (IELTS) certificate: English proficiency test with a pass of 7; and
  e) Proof of South African medical insurance cover.

11.3 UNAVAILABILITY OF DOCUMENTS

In exceptional cases (excluding International students), where the documentation is not available upon registration, conditional registration will be allowed only with the permission of the Executive Dean of the faculty. In these instances, a final submission date will be set. Failure to submit the documentation may lead to cancellation of registration.

11.4 OMISSION OF MATERIAL INFORMATION AND SUBMISSION OF INCORRECT DOCUMENTATION

The University has the right to cancel or refuse the registration of a student who provided incorrect information and documentation material to an application for admission or who omitted to provide material information or documentation.

11.5 CHANGE OF PERSONAL INFORMATION

1. It is the student’s responsibility to update their contact details and other personal details on the Student Portal.

2. Correspondence to students will be addressed to the students’ email addresses and cell phone numbers supplied during registration or as changed according to the previous regulation.

11.6 STUDENT ACCESS CARDS

1. Students registering for the first time will be issued with student access cards after their registration process has been successfully completed and the cards will be
activated for that registration period only. Thereafter, these student cards will be re-activated each time after reregistration.

2. Students must carry their student access cards with them at all times when they are on University premises.

3. A valid student access card must be presented to gain admission to campuses, assessment venues and the library.

11.7 REGISTRATION FOR THE HIGHER LEVEL OF A MODULE OR QUALIFICATION

1. Students will be permitted to register for the higher level of a module or qualification only if they have passed the prerequisite modules or qualifications.

11.8 PROGRAMME AND MODULE CHANGES

1. After the official registration period and within the appointed time, students may change their registration only with the permission of the Executive Dean of the faculty.

2. Application for programme changes must be made on the prescribed form. These changes are subject to adherence to closing dates.

11.9 CLASS ATTENDANCE FOR CONTACT PROGRAMMES

1. Students have the responsibility to attend all classes unless they have a legitimate reason, and where appropriate, the necessary evidence thereof, for being absent.

2. Students might be required at any time to account for their irregular attendance, either by personal explanation to their lecturer or by a written statement from a guardian or another authority.

3. In borderline academic result cases, information on class attendance is taken into account by faculties.

4. Students are expected to attend a minimum of 80% of tutorials.

5. Faculties might have rules regarding the compulsory attendance of practical, laboratory and clinical classes as contained in the Faculty Rules and Regulations.

CBE.12 CANCELLATION OF STUDIES OR CANCELLATION OF CERTAIN MODULES

Students cancel their studies in a particular programme or module by official notification on a prescribed form and in accordance with the prescribed procedure thereof before the date determined by the University. This form is submitted to the relevant faculty officer for processing.

Students who fail to notify the University officially before the prescribed dates will forfeit any claim to the reimbursement of money paid to the University.

Cancellation of studies in a semester module(s) or a year module(s) within the 21-calendar day period before the beginning of the assessment opportunity will be regarded as absent from the assessment opportunity. Cancellation of studies in a continuous
evaluation year module within the 42-calendar day period before the beginning of the assessment opportunities will be regarded as absent from the assessment opportunity.

**Online students** who cancel their registration before the end of the first week of the module (by midnight of the Sunday South African time), are entitled to a refund of 90% of the module fee; or to a credit of 90% of the module fee. Students who cancel their registration before the end of the second week of the module are entitled to a 50% credit or 50% refund of the module fee. Credit into the student’s account will be given automatically; a refund will be paid on submission of a written application on the appropriate form. Students who fail to notify the University officially of cancellation of a module after the end of the second week are not entitled to any reimbursement or credit of the module fee.

1. Upon total cancellation of studies or cancellation of certain modules, the rebate on residence fees is calculated according to a sliding scale based on the actual days in residence.
   - **Cancellation on or before 16 February:**
     Total remission of tuition fees with the exception of the registration fee and ICT levy.
   - **Cancellation after 16 February:**
     Rebate is calculated as mentioned in (b) below.

2. Students wishing to cancel a module must do so in writing at the faculty concerned. (Please consult the UJ Fees booklet for the exact date of cancellation).

   **First semester modules:**
   - Cancellation on or before 16 February: No fees payable.
   - Cancellation on or before the last day of March: 50% credit is granted.
   - Cancellation after the last day of March: No credit.

   **Second semester modules:**
   - Cancellation on or before 3 August: No fees payable.
   - Cancellation after 3 August: No credit is granted.

   **Year modules:**
   - Cancellation on or before 16 February: No fees payable.
   - Cancellation on or before the last day of March: 75% credit is granted.
   - Cancellation on or before 3 August: 50% credit is granted.
   - Cancellation after 3 August: No credit is granted.

**CBE.13 CREDIT AND PROMOTION REQUIREMENTS FOR UNDERGRADUATE PROGRAMMES**

1. Students may receive a credit once only for an interchangeable module in any one programme at the equivalent NQF level.

2. A module passed at a particular NQF level may not serve as an equivalent for a module at a higher NQF level.

3. Students retain credit for exemption and/or renewal of registration purposes for a module passed for a period not exceeding seven years, provided that there are no material changes to the curriculum content in this period and provided further that there has been no change in the statutory body regulating the relevant qualification.
This retention is also subject to the programme-specific requirements contained in the College Rules and Regulations. Exceptions may be allowed by the Executive Dean in consultation with the Head of Department.

4. Faculty-specific promotion requirements and deregistration rules are contained in the Faculty Rules and Regulations and are applied in addition to the other regulations in this section.

5. Students who have temporarily discontinued their studies and who have passed a module whose content has in the meantime undergone substantial changes may be refused admission to a module for which this module is a prerequisite.

5. If a student has two semester modules or one year module outstanding for the completion of an undergraduate degree or diploma in the College of Business and Economics, in exceptional circumstances the Executive Dean may grant permission for the student to complete those modules at another Higher Education Institution, provided that the corresponding modules at the other university are recognised by the relevant department at the University of Johannesburg. If permission is granted, it would be effective for one year, and the student would be required to register at both the University of Johannesburg and the other Higher Education Institution. This permission is at the discretion of the Executive Dean and other conditions/requirements may also apply.

6. Students who have failed a module twice will not be allowed to continue their studies in the same module at the University, except with the permission of the Executive Dean on recommendation of the relevant Head of Department after consultation with the lecturer, or on recommendation of the examination or assessment committee.

7. To be admitted to the second, third or fourth academic year of study, and progress to the following year of study, students must have passed at least 60% of the modules (year modules count as two semester modules) in the previous year of study for contact programmes. The responsibility rest upon the student to ensure that he/she register for any outstanding modules before registering for new modules in a particular programme.

8. Students who have not been promoted to the following year of study for any two years of study will not be permitted to continue with that programme and will academically be excluded except with the special permission of the Executive Dean. The Executive Dean may stipulate conditions for students to continue with their studies.

9. A student who is registered for a three- or four-year programme and fails to complete the programme within a further period of two years will only be allowed to continue with the programme if granted special permission by the Executive Dean on recommendation of the relevant Head of Department or the Assessment Committee.

10. If students have been granted special permission to continue with studies as determined in the regulations 6, 8 and 9, the Executive Dean may refuse continuation of studies if their work in the first semester is unsatisfactory. Students may also be refused further admission if they continue to perform unsatisfactorily at the end of the relevant academic year and will be academically excluded.

11. The formal time during which students were registered for a particular programme at another HEI, as well as their results at such institution, may be considered in applying regulations 3 to 8.
12. Unsatisfactory attendance of lectures or (where applicable) participation in an electronic learning environment, tutorials and practical’s is taken into consideration when decisions are made regarding the academic exclusion of students.

CBE.14 EXEMPTION AND RECOGNITION REQUIREMENTS

1. A Head of Department may, in consultation with the Executive Dean or in accordance with a list of exemptions approved by the Executive Dean, grant exemption from and award a credit for a module, of which the content of the module was at least 80% the same, to students on the grounds that they have passed a relevant module at the University or at another accredited higher education institution.

2. Exemption from and awarding of credit for modules, as stipulated in paragraph 1 above, may not be granted for more than half the number of modules required in an undergraduate programme in which exemption and recognition are requested. A faculty may determine rules and regulations in this regard in agreement with the existing Faculty Rules and Regulations, and subject to approval by Senate. At least half the number of semester modules, including the exit level modules where appropriate, should be passed at the University for the University to award the diploma or confer the degree. The Executive Dean concerned, in consultation with the Registrar, may give permission to the student (for legitimate reasons) to complete such exit level module(s) at another HEI in South Africa, or abroad in accordance with the academic record concerned. For the purposes of this sub-regulation, a year module counts as two semester modules, and one term module counts as half a semester module.

3. Only in exceptional circumstances may the Executive Dean grant exemption from an exit level or semester core module that has been passed at another institution or in another programme.

4. Exemption from or credit for a module may only be granted for one further programme in addition to the programme in which the module was originally completed.

CBE.15 ASSESSMENT

15.1 REQUIREMENTS FOR ALL MODULES

Any form of dishonesty, including plagiarism, in relation to any assessment event in any programme, will be dealt with in accordance with the University’s disciplinary code and/or criminal law.

1. When a traditional examination is used as a last assessment opportunity (exam), a minimum final period/semester or year mark of 40%, submission of a minimum of 80% of all assignments (where applicable and indicated in the learning guide) and attendance of a minimum of 80% of tutorial classes (where applicable and indicated in the learning guide) is required for undergraduate and postgraduate and coursework master’s students to gain access to the last assessment opportunity (exam). Each assessment opportunity carries a predetermined weight in accordance with the OUTCOMES. The uniqueness of the subject is taken into account in determining the weighting. This predetermined weighting will be communicated to students.
2. The final period/semester/year mark and the mark of the last assessment opportunity (exam) constitute 50% each towards the calculation of the final mark. Any deviation from this must be approved by the Board of College and will be communicated to the students in the relevant study guides. It is also included with each module in this yearbook.

3. Any assessment requirements higher than those indicated above are determined by the Board of College, approved by Senate and contained in the College Rules and Regulations.

4. When a traditional examination (non-continuous assessment) is used as a last assessment, a sub-minimum of 40% for the last assessment opportunity examination (EM) and a final mark (FM) of 50% is required to pass the module.

5. A student passes a module with distinction if the final mark (FM) is 75% or more.

6. The scheduling of the last assessment opportunities (exam) occurs according to the fixed timetable for last assessment opportunities (exam). The onus is on the student to complete the last assessment (exam) on the date, at the time and in the venue specified.

7. The judgement of the Departmental and/or Faculty Assessment Committee is final.

15.2 CONTINUOUS ASSESSMENT MODULES
1. When a final assessment opportunity is used for continuous assessment, programme-specific requirements, as approved by the Board of College and contained in the College Rules and Regulations, will be adhered to. The number, type, weight and date of assessments, replacement and/or supplementary assessments are pre-set and agreed upon by the assessor and moderator before the beginning of the unit/module or programme. Summative assessments are not limited to written assessments.

2. Students pass a continuous assessment module if they obtain a weighted final mark of at least 50% (or more if stipulated by a professional/regulating body).

15.3 SEMESTER MODULE(S)
1. A semester module is a module that extends over one semester (approximately 14 academic weeks) as reflected in the academic calendar of a particular year as approved by Senate.

15.4 COUPLET MODULE(S)
1. A “Couplet module” is a first-semester module followed by the second-semester module where the content of the second-semester module builds on the content of the first-semester module. A final period/semester mark and a final mark of at least 40% each in the first semester are required for admission to the second semester module. To pass the couplet, a combined final mark of at least 50% and a final period/semester mark of at least 40% (where applicable) must be obtained in the same year.

2. The passing mark of each module is 50%, but a student who did not obtain the required 50% in the first semester module but obtained for this module a minimum semester mark of 40% and a minimum of 40% in the last assessment opportunity
(exam) and a final mark of at least 40%, will be granted entry to the second semester module. To obtain credit for both modules, the second semester module must be passed and an average of 50% for both modules has to be obtained.

3. If a couplet is not passed on the combined marks, the module or modules in which a final mark of at least 50% and final period/semester mark of at least 40% have not been obtained must be repeated. If the couplet is not passed as stipulated, credit is retained for the module (if any) in which a final mark of at least 50% and a final period/semester mark of at least 40% have been obtained and only the other module must be repeated.

4. A student who qualifies for a supplementary assessment on a couplet module (FM = 40%) and obtained a last assessment opportunity mark (EM) of at least 40% can choose if he/she wants to write the supplementary assessment or retain credit on the original final mark. Should he/she choose to write the supplementary assessment, but fail the module; the highest mark between the original and supplementary assessment mark will be used to retain the credit. A student who qualifies for a supplementary assessment (FM = 40%) but does not have a subminimum EM of at least 40%, does not have a choice but has to write the supplementary assessment.

15.5 SEMESTER MODULE SPREAD OVER A YEAR
1. A “semester module spread over a year” is equivalent to half the credits of a year module, but is presented over a year. For a semester module spread over a year a minimum half year mark of 40% is required (in June) in order to continue with the module in the second semester. If a student does not meet this minimum requirement then his/her registration for that module will automatically be cancelled for the second semester.

2. In order to gain access to the last assessment opportunity (exam) the following requirements must be met: a final period/semester/year mark of 40%, submission of a minimum of 80% of all assignments (where applicable and indicated in the learning guide) and attendance of a minimum of 80% of tutorial classes (where applicable and indicated in the learning guide).

15.6 YEAR MODULE(S)
1. A “year module” is a module that extends over two semesters (approximately 28 academic weeks) as reflected in the academic calendar of a particular calendar year as approved by Senate. For a year module a minimum half year mark (also referred to as a progress mark) of 40% might be required (in June/July) in order to continue with the module in the second semester. If a student does not meet this minimum requirement then his/her registration for that module will automatically be cancelled for the second semester.

2. In order to gain access to the last assessment opportunity (exam) in November, the following requirements must be met: a final period/semester/year mark of 40%, submission of a minimum of 80% of all assignments (where applicable and indicated in the learning guide) and attendance of a minimum of 80% of tutorial classes (where applicable and indicated in the learning guide).

15.7 SUPPLEMENTARY SUMMATIVE ASSESSMENT OPPORTUNITIES
1. Supplementary summative assessment opportunities are automatically granted to a student for those modules where:
   a) the student failed a module but obtained a final mark of at least 40%; or
   b) the student failed the module but obtained a final period/semester/year mark of at least 60%.

2. Supplementary summative assessment opportunities for advanced diplomas, modules is granted by the programme manager, in consultation with the Head of Department, and the assessors.

3. The scheduling of supplementary summative assessment opportunities occurs according to the fixed timetable for supplementary summative assessment opportunities. The onus is on the student to complete the supplementary summative assessment on the date, at the time and in the venue specified.

4. The supplementary summative assessment opportunity is based on all the outcomes of the specific module and the duration must be the same as that of the last assessment opportunity except in the case of an oral assessment.

5. When a supplementary summative assessment is written the final period/semester/year mark is taken into account when calculating the final mark for the module. Any deviation from this must be approved by the Board of College.

6. When a supplementary summative assessment is written, the final mark is capped at 50%. This rule does not apply to continuous assessment modules.

7. Students are personally responsible for ascertaining whether they qualify for a supplementary summative assessment opportunity and for acquainting themselves with the details of the timetable and venue.

8. Students’ entitlement to a supplementary summative assessment opportunity lapses if they fail to use the opportunity.

9. Students may not be granted another supplementary summative assessment opportunity if they have used and failed a previous one except if the Executive Dean of the Faculty/College in which the qualification resides and in consultation with the Executive Dean of the Faculty/College in which the particular modules reside, waive one or more of the conditions (a) or (b) under point 1 of 14.8.

15.8 SUPPLEMENTARY SUMMATIVE ASSESSMENT OPPORTUNITIES FOR CONTINUOUS ASSESSMENT MODULES

Supplementary summative assessment opportunities for continuous assessment modules are scheduled as part of the assessment plan for a particular module. The following applies:

(a) A minimum of 40% final mark (FM) in the predetermined assessment is required to gain access to a supplementary assessment.

(b) Supplementary assessments are limited to a minimum of one scheduled assessment per semester module, or two scheduled assessments per year module, or according to each faculty’s internal assessment policy.

(c) A maximum of no more than a final pass mark of 50% is awarded for the supplementary assessment.
15.9 SPECIAL SUMMATIVE ASSESSMENT OPPORTUNITIES

1. Special summative assessment opportunities are considered by the Faculty in which the programme/qualification resides, for students who, in the event of illness, for compassionate reasons, on religious grounds or for similar legitimate reasons, were prevented from attending an assessment opportunity. Students may be granted a special assessment opportunity if they apply for it within seven calendar days after the original date of the relevant assessment opportunity. The Executive Dean or the Vice Dean, in consultation with the relevant Head of Department, considers all applications and decides whether or not to grant the special assessment opportunity.

Valid reasons include the following:
   a) acceptable medical certificates; or
   b) prior application (with confirmation from the Sports Bureau or Cultural Office) for participating in provincial, national or international sports or cultural events; or
   c) compassionate reasons such as the death or serious illness of a close family member or friend (documentary evidence is required and must be submitted); or
   d) prior application in respect of assessments conducted on dates and times that clash with religious obligations as certified by the responsible authorities of the religion indicated on the particular student’s registration form for that particular year; or
   e) other excuses deemed acceptable by the Executive Dean in consultation with the Head of Department.

2. The Board of College determines the procedure for and manner of such application in accordance with University procedure. The application procedure must be contained in a relevant programme-specific information or learning guide.

3. The scheduling of special summative assessment opportunities occurs according to the fixed timetable for supplementary summative assessment opportunities. The onus is on the student to complete the special summative assessment on the date, at the time and in the venue specified.

4. Students’ entitlement to a special summative assessment opportunity lapses if they fail to use the opportunity.

5. No capping of a final mark is applicable in the case of a special summative assessment opportunity.

15.10 SPECIAL SUPPLEMENTARY SUMMATIVE ASSESSMENT OPPORTUNITIES

1. The Assessment Committee or a senior administrative officer in which the qualification resides may grant a student a special supplementary assessment opportunity (exam) if the student requires not more than the equivalent of two semester modules or one year module for the completion of the relevant qualification, provided that the student:
   a) was registered for the relevant module in the current academic year; and
   b) was admitted to, and participated in the last assessment opportunity (exam) in the relevant module; and
c) has complied with all the experiential or practical requirements prescribed for the qualification (where applicable); and

d) was not granted a supplementary last assessment opportunity (exam) in the relevant module during the current academic year.

The Executive Dean where the qualification resides may, in exceptional circumstances and in consultation with the Executive Dean where the particular modules reside, waive one or more of the conditions specified in (c) or (d).

2. The scheduling of a special supplementary summative assessment opportunity occurs according to the fixed timetable for special supplementary summative assessment opportunities. The onus is on the student to complete the supplementary summative assessment on the date, at the time and in the venue specified.

3. The special supplementary summative assessment opportunity is based on all the outcomes of the specific module and the duration must be the same as that of the last assessment opportunity except in the case of an oral assessment.

4. When a special supplementary summative assessment is written the final period/semester/year mark is taken into account when calculating the final mark for the module. Any deviation from this must be approved by the Board of College.

1. When a special supplementary summative assessment is written, the final mark is capped at 50%.

2. Students are personally responsible for ascertaining whether they qualify for a special supplementary summative assessment opportunity and for acquainting themselves with the details of the timetable and venue.

3. Students’ entitlement to a special supplementary summative assessment opportunity lapses if they fail to use the opportunity.

15.11 APPEAL OF FINAL MARKS

1. After the final mark (FM) for a module is made known, students:
   a) who failed the module with a final mark (FM) of at least 40%; or
   b) whose last assessment opportunity (exam mark) (EM) is at least 15% lower than their final period/semester/year mark; or
   c) who passed a module without distinction, but whose final period/semester/year mark or last assessment opportunity (exam mark) (EM) was a distinction; may apply to the lecturer who awarded the marks in the final period/semester/year mark or last assessment opportunity (exam) for an explanation of the final mark obtained.

2. Requests for the explanation of the award of final marks of the first semester’s final summative assessment opportunity must be made within 10 days after classes commenced for the second semester. In the case of a final second semester assessment opportunity requests must be made three days prior to commencement of classes for the first semester. No assessment material (for example answer scripts or portfolios) or copies of it may be provided to students after such explanatory discussion if such material would not otherwise have been returned to the student.

3. If, after the explanation has been provided as described in 2. above, students are still dissatisfied with the award of marks, they may appeal to the Executive Dean. Executive deans may, at their own discretion decide to appoint an external arbiter to re-assess the final and/or last assessment opportunity’s answer script of the student.
A fee, as determined by the University, is payable for the assessment by arbitration. The decision of the Executive Dean is final.

4. The fee is refunded if the arbiter alters results from a fail to a pass or from a pass without distinction to a pass with distinction. In all other cases the fee is forfeited to the University.

15.12 EXPLANATION OF GLOBAL RESULT CODES

1. After completion of the last assessment opportunity (exam) session, students will receive a global result code regarding the overall performance for the semester/year. The following table explains the result codes given to students after the last assessment (exam).

<table>
<thead>
<tr>
<th>CODE</th>
<th>MEANING</th>
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</table>
| 1F   | APPEAL SUCCESSFUL SEMESTER 1 (UNDERGRADUATE)  
Undergraduate student was awarded a F7 (academic exclusion), appealed the exclusion and the appeal was successful. The student can continue with studies in semester 1. Such a student cannot cancel any of the registered modules and have to pass all modules in the middle of the year. |
| 3F   | APPEAL UNSUCCESSFUL SEMESTER 1 (UNDERGRADUATE)  
Undergraduate student was awarded a F7 (academic exclusion), appealed the exclusion and the appeal was unsuccessful. The student cannot continue with studies. A student can only appeal once. |
| 4F   | APPEAL SUCCESSFUL SEMESTER 2 (UNDERGRADUATE)  
Undergraduate student was awarded a BF (academic exclusion), appealed the exclusion and the appeal was successful. The student can continue with studies in semester 2. Such a student cannot cancel any of the modules registered for and have to pass all modules at the end of the year. |
| 5F   | APPEAL UNSUCCESSFUL SEMESTER 2 (UNDERGRADUATE)  
Undergraduate student was awarded a BF (academic exclusion), appealed the exclusion and the appeal was unsuccessful. The student cannot continue with studies. A student can only appeal once. |
| BF   | NO RE-ADMISSION SEMESTER 2 (UNDERGRADUATE)  
Undergraduate students – the student is academically excluded from the Faculty due to poor academic performance in semester 1. (The student can lodge an appeal for an academic exclusion once). |
| E1   | PROCEED: PASS ALL MODULES NOV (UNDERGRADUATE)  
Warning to undergraduate students: Allocated at the end of the first semester to a student whose academic progress was not satisfactory. The student is warned that all modules the student is registered for in the second semester, must be passed or the student might face academic exclusion at the end of the year. |
| E2   | PROCEED: PASS ALL MODULES JUNE (UNDERGRADUATE)  
Warning to undergraduate students: Allocated at the end of the second semester to a student whose academic progress was not satisfactory. The student is warned that all modules the student is registered for in the first semester of the next year, must be |
<table>
<thead>
<tr>
<th>CODE</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>passed or the student might face academic exclusion in the middle of the year.</td>
<td></td>
</tr>
<tr>
<td>F7</td>
<td>NO RE-ADMISSION SEMESTER 1 (UNDERGRADUATE) Undergraduate students – the student is academically excluded from the Faculty due to poor academic performance in semester 2. (The student can lodge an appeal for an academic exclusion once).</td>
</tr>
<tr>
<td>FT</td>
<td>RESULTS NOT FINALIZED A decision regarding the allocation of a qualification result code could not be made due to outstanding results.</td>
</tr>
<tr>
<td>L1</td>
<td>CONTINUATION DETERMINED NOV The decision whether a student should be refused continuation of studies cannot be finalised at the end of the first semester and will be determined at the end of the second semester.</td>
</tr>
<tr>
<td>L2</td>
<td>CONDITIONS NOT MET – NO READMISSION When a student appealed an academic exclusion and the appeal was successful, there are conditions that the student has to meet such as that the student have to pass all modules registered for in the next semester and the student is not allowed to cancel any modules. If the student did not meet these conditions an L2 will be allocated and the student will be excluded academically. The student cannot appeal again.</td>
</tr>
<tr>
<td>L3</td>
<td>FAILED MODULE TWICE Warning: A module has been failed twice and cannot be registered for again. In terms of the Academic Regulation, the Executive Dean may grant the student another opportunity to register for and pass the module but no further concessions will be considered.</td>
</tr>
<tr>
<td>P0</td>
<td>ALL REQUIREMENTS MET: PENDING UNIVERSITY OF SOUTH AFRICA CERTIFICATE The code is allocated when a student qualify to graduate, has a HESA/Universities South Africa exemption but the HESA/Universities South Africa complete exemption certificate was not submitted to UJ. The student cannot graduate until UJ receives the complete exemption certificate.</td>
</tr>
<tr>
<td>P4</td>
<td>PROMOTED The student is promoted to the next year of studies for the same qualification and may register for modules of the next study year.</td>
</tr>
<tr>
<td>P5</td>
<td>CONTINUE STUDIES Awarded in the middle of the year means the student can proceed with studies in the second semester. Awarded at the end of the year means the student may reregister the next year for the same qualification, only for modules failed in the previous year. The student can contact the College office for the possible adding of modules.</td>
</tr>
<tr>
<td>P6</td>
<td>DEGREE/DIPL/CERT COND SSA EXAMS The student has a supplementary assessment(s) and if the student pass the supplementary assessment(s) he/she will graduate.</td>
</tr>
<tr>
<td>P7</td>
<td>OBTAINED DEGREE/DIP/CERT The student has completed the qualification and will graduate.</td>
</tr>
<tr>
<td>P8</td>
<td>DEGREE/DIPL/CERT WITH DISTINCTION The student has completed the qualification and will graduate with distinction.</td>
</tr>
</tbody>
</table>
The Faculty has identified the student as a potential graduate and just need to do the final checks and balances before allocating the P7 or P8.

Re-admission to the following year depends on the results of the January / February supplementary or special assessments. If for example the student does not pass the supplementary or special assessment, a F7 (UG) or 7F (PG) (academic exclusion) might be allocated.

Continuation in the following semester depends on the results of the July Supplementary, special or aegrotat assessments. If for example the student does not pass an allocated supplementary assessment, a DF (academic exclusion code) might be allocated.

Contact the Department regarding the continuation of your studies before 25 January for the first semester and 25 July in the second semester. Students should also ensure that they pass all modules registered for in the next assessment cycle to prevent being academically excluded due to poor academic progress.

To congratulate students who passed all modules well.

**15.13 APPEALS AGAINST AN ACADEMIC EXCLUSION (BF & DF – AFTER SEMESTER 1) (F7 AND 7F AFTER SEMESTER 2)**

1. Students from the College of Business and Economics (CBE) may lodge an appeal against their academic discontinuation once [i.e. receiving an F7 (under graduate) or 7F (postgraduate) at the end of the year, or an BF (under graduate) or DF (post graduate) in the middle of the year] online on the UJ website. Specific dates when a submission could be made will be publicised by the CBE, to facilitate the appeals process.

2. Applicants who want to appeal must follow the prescribed administrative procedure by submitting their motivation and supporting documents when completing the appeals template online on the UJ website.

3. The College’s Appeals Committee will consider the appeals and may refuse or allow readmission. The decision is made by the College Appeals Committee and not by an individual, therefore the decision is final and an appeal upon an appeal cannot be lodge.

4. If a student was readmitted, the student has to take up studies directly afterwards. A student cannot take a gap year after a successful appeal before commencing with studies.

5. Students will be notified of the outcome of the appeal via SMS, therefore students should ensure that their most recent contact detail is on the UJ system.

6. Students who transfer to another faculty retain their academic record related to their previous registration for any other programme/s.

7. When a Faculty Appeals Committee allows re-admission under circumstances where a student had submitted incorrect information and documentation material to an
appeal, or had omitted to provide information or documentation material to an appeal, the Faculty Appeals Committee may reverse its decision and the registration of the student may be cancelled.

15.14 STUDENTS WITH DISABILITIES

1. Students wishing to submit an application for special assessment conditions based on the grounds of a disability must do so in accordance with the procedure prescribed in the University’s Policy on People with Disabilities.

2. Students should submit the application, together with the relevant medical/psychological reports supporting the request, to the Disability Unit at the beginning of every semester/year. The request should clearly specify the needs and concessions requested. After consideration, the Disability Unit will refer the request, together with a recommendation to the respective Executive Dean, other divisions and lecturers. Extension of assessment time and/or the granting of a concession must be reaffirmed every semester/year.

3. The confidential nature of information regarding a disability will be honoured at all times. The information will only be revealed with students’ written consent or, where applicable, that of their parents or guardians.

CBE.16 OBTAINING A QUALIFICATION

1. Students obtain a qualification if they have passed every module prescribed for a programme and have successfully completed service or work integrated learning (where applicable). It is the student’s responsibility to ensure that all prescribed modules, service or work-integrated learning are completed.

2. African Insights (AFINSA1) is a compulsory module for all first year undergraduate students of the University of Johannesburg. Upon completing the module a student’s academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. African Insights is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. The completion of this module is required to graduate.

16.1 REQUIREMENTS FOR AWARDING OR CONFERRING A QUALIFICATION WITH DISTINCTION

1. A qualification is awarded or conferred with distinction if the following requirements are met:

A. Duration:

   a) Students must complete an undergraduate programme (diploma or degree, including extended programmes) in the minimum period of study specified for the programme, unless the Executive Dean has approved a longer period of study for legitimate reasons.

   b) Students must complete an advanced diploma within one year if registered full-time and within two years if registered part-time.
B. Average final mark for the qualification:

a) Students must achieve a weighted and/or proportional calculated average final mark for an undergraduate qualification of at least 75% as determined by the Board of College, approved by Senate and contained in the College Rules and Regulations.

b) Students must achieve an average final mark for an advanced diploma of at least 75% calculated by weighting the final marks for all the modules comprising the qualification in accordance with the NQF credit values allocated to the modules.

c) Decimal marks may be rounded upwards or downwards in accordance with the decision taken by the College Assessment Committee concerned.

C. Special conditions:

a) A student must never have failed a module as a first attempt in the relevant programme.

b) A student must have obtained a minimum mark of 65% in every prescribed module at NQF level 6 for Diplomas, NQF level 7 for Advanced Diplomas and Bachelor Degrees, NQF level 8 for Bachelor Degrees (4 years), Postgraduate Diplomas and Honours Degrees and NQF level 9 for Master’s Degrees and in the case of a master’s qualification by coursework, in the limited scope/minor dissertation as well.

c) Students must have been registered for the full curriculum as prescribed for each academic year on a full-time or part-time basis, as the case may be.

d) If students are transferred from another Higher Education Institution in the same qualification to UJ the same requirements as stated shall apply, subject to the necessary changes having been made.

e) If students change programmes within the UJ only the modules related to the new programme will be taken into consideration in calculating whether the qualification is obtained with distinction.

f) When determining the weighted average mark the weighing for equivalent undergraduate semester modules are as follows:

i. A first-year module 1

ii. A second-year module 2

iii. A third-year module 3

The weight is linked to a module and year level and is independent of the year of study.

g) To establish if a student enrolled for an extended diploma or extended degree pass a qualification with distinction the results for year 2, 3 and 4 is used.

CBE.17 RECOGNITION OF PRIOR LEARNING (RPL)

1. Assessment for RPL is governed by the University’s Policy on RPL in terms of the following principles:

a) Current competence is more important than learning history. Relevant learning is valued, irrespective of where, when or how it occurred;

b) Applicants have to demonstrate competence (proven learning);

c) The standards by which students are assessed for prior learning are determined by the relevant Board of College, approved by Senate and contained in the relevant College rules and regulations;

d) Each assessment of prior learning is individual-based;
e) RPL assessment is conducted by the lecturer responsible for that particular module or programme, or by the RPL Committee of the College if RPL affects the whole programme; and
f) A variety of assessment methods are used, including a formal summative assessment opportunity similar to the summative assessment opportunity that is required of students in the particular module or programme.

CBE.18 WORK INTEGRATED LEARNING

1. Assessment in modules and programmes that require service learning or work integrated learning
   a) must meet the requirements of the relevant industry, place of work, statutory professional bodies and/or the needs of the community (where applicable);
   b) must include the abilities (assessment of knowledge, Skills, values and attitudes) necessary to function in the particular workplace or context that is contained in the outcomes and assessment criteria;
   c) may include co-assessors who should be familiar with the module or programme outcomes and assessment criteria, the assessment methods, recording procedures, additional learning support, etc.; and
   d) requires clear communication with students, workplace or community and co-assessors on assessment matters, including the contribution that the work integrated or service learning component makes to students’ progression each year.

Programme-specific requirements in this regard are addressed in the College Assessment Policy and Work Integrated and Service Learning Policy.

For the complete set of Rules and Regulations please refer to the Academic Rules and Regulations of the University of Johannesburg.

CBE.19 NQF LEVELS OF QUALIFICATIONS

NQF LEVELS (National Qualifications Framework)

<table>
<thead>
<tr>
<th>NQF LEVEL 6</th>
<th>Diplomas including extended diplomas</th>
</tr>
</thead>
<tbody>
<tr>
<td>NQF LEVEL 7</td>
<td>Advanced Diploma</td>
</tr>
<tr>
<td>NQF LEVEL 7</td>
<td>Baccalareus Technologiae (BTech)</td>
</tr>
<tr>
<td></td>
<td>Bachelor of Commerce (BCom)</td>
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<tr>
<td></td>
<td>including extended degrees</td>
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<tr>
<td></td>
<td>Bachelor of Arts (BA) degrees</td>
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<tr>
<td></td>
<td>Bachelor of Accounting (BAcc)</td>
</tr>
<tr>
<td>NQF LEVEL 8</td>
<td>Postgraduate Diploma</td>
</tr>
<tr>
<td>NQF LEVEL 8</td>
<td>Bachelor of Commerce Honours (BComHons)</td>
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<tr>
<td></td>
<td>Bachelor of Arts Honours (BAHons)</td>
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<tr>
<td></td>
<td>Magister Technologiae (MTech)</td>
</tr>
<tr>
<td>NQF LEVEL 9</td>
<td>Master of Arts (MA)</td>
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<td></td>
<td>Master of Commerce (MCom)</td>
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<td></td>
<td>Master of Philosophy (MPhil)</td>
</tr>
<tr>
<td>NQF LEVEL 10</td>
<td>Doctor of Commerce (DCom)</td>
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<tr>
<td></td>
<td>Doctor of Philosophy (PhD)</td>
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</tbody>
</table>
## UNDERGRADUATE QUALIFICATIONS OFFERED IN THE COLLEGE OF BUSINESS AND ECONOMICS

### EXTENDED DIPLOMAS
Extended Diplomas are offered full-time at the APB campus. Extended Diplomas marked with a * are offered full-time at SWC campus. (Subject to a minimum student intake).

<table>
<thead>
<tr>
<th>QUALIFICATION NAME</th>
<th>CODE</th>
<th>OFFERED BY</th>
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<td>Extended Dip (Human Resources Management) *</td>
<td>D1HRME</td>
<td>Johannesburg Business School</td>
<td>78</td>
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<tr>
<td>Extended Dip (Logistics)</td>
<td>D1LOGE</td>
<td>Johannesburg Business School</td>
<td>81</td>
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<tr>
<td>Extended Dip (Small Business Management) *</td>
<td>D1SBME</td>
<td>Johannesburg Business School</td>
<td>83</td>
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<tr>
<td>Extended Dip (Transportation Management)</td>
<td>D1TRME</td>
<td>Johannesburg Business School</td>
<td>86</td>
</tr>
</tbody>
</table>

### DIPLOMAS
Diplomas are offered full-time at the APB campus. Diplomas marked with a * are offered full-time at SWC campus. (Subject to a minimum student intake)

<table>
<thead>
<tr>
<th>QUALIFICATION NAME</th>
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<tbody>
<tr>
<td>Accountancy *</td>
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<td>School of Accounting</td>
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<td>Food and Beverage Operations</td>
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</table>

### ADVANCED DIPLOMAS
Advanced Diplomas are offered full-time at the APK campus.
Advanced Diplomas marked with a * are offered full-time or part-time at the APB campus. 
(Subject to a minimum student intake)

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<td>Financial Markets</td>
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BACCALAUREUS TECHNOLOGIAE (BTech)
BTech degrees are offered full-time or part-time at the APB campus. 
(Subject to a minimum student intake).

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<tr>
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<td>BTech (Human Resource Management)</td>
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EXTENDED BACHELOR OF COMMERCE (BCom) DEGREE PROGRAMMES
Extended BCom degrees are offered full-time at the APK campus. 
(Subject to a minimum student intake).

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<tr>
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**BACHELOR OF ARTS (BA) DEGREE PROGRAMMES**

BA degrees are offered full-time at the APK campus.
BA degrees marked with * is offered full-time at the SWC campus.
(Subject to a minimum student intake)

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<tr>
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<tr>
<td>BA (Public Management and Governance) *</td>
<td>B34PSQ</td>
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**BACHELOR OF COMMERCE (BCom) DEGREE PROGRAMMES**

BCom degrees are offered full-time at the APK campus.
BCom degrees marked with * is offered at the SWC campus.
BCom degrees marked with ** are offered at the APB campus.
(Subject to a minimum student intake).

<table>
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<td>BCom (Economics and Econometrics)</td>
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<td>BCom (Logistics Management)</td>
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<td>BCom (Marketing Management)</td>
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**BACHELOR DEGREE PROGRAMMES**

BCom degrees are offered full-time at the APK campus.
BCom degrees marked with * is offered at the APB campus.
(Subject to a minimum student intake).

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SECTION C  FIELDS OF STUDY

CBE.21  EXTENDED DIPLOMA PROGRAMMES

- Human Resource Management*
- Logistics
- Small Business Management*
- Transportation Management

Extended Diplomas are offered full-time at the APB campus. Extended Diplomas marked with a * are offered full-time at SWC campus. (Subject to a minimum student intake).

CLOSING DATE FOR APPLICATIONS
Last Friday in September at 12:00 for study in the following year.

All students in the first year of the extended programmes must pass all the modules to be promoted to the second year of the respective programme.

African Insights (AFINSA1) is a compulsory module for all first year undergraduate students of the University of Johannesburg. Upon completing the module a student’s academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. African Insights is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. The completion of this module is required to graduate.

CBE.22  EXTENDED DIPLOMA (HUMAN RESOURCES MANAGEMENT) *  (D1HRME)

FULL-TIME
NQF LEVEL: 6  NQF CREDITS: 486****

PURPOSE
The purpose of the qualification is to introduce the student to the complex world of human resource management within a global and a South African context. Enabling the student to understand the human resource management processes, daily operations of an organisation; and acquire knowledge and develop a broad-based, strong and cohesive understanding of sustainable development in the context of human resource practices. Against this background, the student will have relevant knowledge on Human Resource Management, Processes and Systems, Human Resource Development, Employment Relations Management, and Business Management.

The student will also be required to do practical work that will focus on honing practical skills in basic principles and issues regarding human resource management practices in South Africa; and methods of measuring and interpreting individual differences in behaviour and job performance.
## CURRICULUM

### FIRST YEAR

**YEAR MODULES**

<table>
<thead>
<tr>
<th>MODULE NAME</th>
<th>MODULE CODE</th>
<th>NQF CREDITS</th>
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<tbody>
<tr>
<td>Business Management 1A</td>
<td>BME0YA1</td>
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<td>End-user Computing 1A</td>
<td>ECE0YA1</td>
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<td>Fundamental Research Practice</td>
<td>FRP10Y1</td>
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<tr>
<td>Fundamentals of Business Mathematics</td>
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<td>Human Resource Management 1A</td>
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6 Year Modules 92 Credits

### SECOND YEAR

**YEAR MODULES**

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<td>Human Resource Management 1B</td>
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2 Year Modules 24 Credits

### SEMESTER MODULES

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Electives – choose ONE of the following

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2 Semester modules 31 or 64 Credits*

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3 Semester modules 47 or 80 Credits*
## THIRD YEAR

### SEMESTER MODULES

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## FOURTH YEAR

### SEMESTER MODULES

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</table>
**** Total credits will vary depending on electives chosen.

*** Students are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted a credit for the module.

If a student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR, (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted a credit for the module (EUC01B1). If a student fails the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. No fee is attached to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1). Also note that a fail on the RPL assessment (EUC01BR) will be reflected as such on the student’s academic transcript.

CBE.23 EXTENDED DIPLOMA (LOGISTICS) (D1LOGE)
FULL-TIME
NQF LEVEL: 6
NUMBER OF CREDITS: 452

PURPOSE
The qualification focuses on the development, evaluation and implementation of logistics principles in the supply chain environment. The purpose of this qualification is to develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing logistics decisions. Upon the successful completion of this module, a student shall possess fundamental knowledge on how logistics contribute to value creation in supply chains.

CURRICULUM

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
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</thead>
<tbody>
<tr>
<td>YEAR MODULES</td>
</tr>
<tr>
<td>MODULE NAME</td>
</tr>
<tr>
<td>Business Management 1A</td>
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<tr>
<td>Business Management 1B</td>
</tr>
<tr>
<td>End-user computing 1A</td>
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<td>Fundamental Research Practice</td>
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<td>Fundamentals of Business Mathematics</td>
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<td>Logistics 2A</td>
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<tbody>
<tr>
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### 2 Year modules 32 Credits

#### SEMESTER MODULES

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<th>Module Name</th>
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3 Semester Modules 48 Credits

4 Semester Modules 64 Credits

#### THIRD YEAR

#### SEMESTER MODULES

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4 Semester Modules 62 Credits

4 Semester Modules 62 Credits
FOURTH YEAR

SEMESTER MODULES

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*** Students are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted a credit for the module.

If a student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR, (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted a credit for the module (EUC01B1). If a student fails the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. No fee is attached to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1). Also note that a fail on the RPL assessment (EUC01BR) will be reflected as such on the student’s academic transcript.

PROMOTION REQUIREMENTS
Students will only be promoted:

a. to the second year of study if they have passed all of the Extended Logistics modules in the first year.
b. should a student fail a module that module must be repeated.
c. if the student fails two or more modules at the end of the year he or she will be de-registered.

CBE.24 EXTENDED DIPLOMA (SMALL BUSINESS MANAGEMENT) * (D1SBME)

FULL-TIME
NQF LEVEL: 6
NUMBER OF CREDITS: 452

RULES OF ACCESS
Additional information:
It is recommended that applicants to this qualification show a desire to start their own business and to become an entrepreneur.

PURPOSE
This qualification is focused towards the fields, Entrepreneurship, Marketing and Small Business Management, with the major focus on Entrepreneurship. In doing this programme the student will have a broad understanding of entrepreneurship and business, with a specific practical outcome and experience of having their own business and how to successfully start and grow the business. The course prepares the student in both the fields of entrepreneurship and social entrepreneurship for the diverse challenges present in the business environment and equips them with the necessary analytical and cognitive Skills to analyse and implement solutions to these challenges in their own businesses. This qualification mainly prepares students to start and own their own businesses as entrepreneurs.

CURRICULUM

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<tr>
<th>YEAR MODULES</th>
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<tbody>
<tr>
<td><strong>MODULE NAME</strong></td>
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<tr>
<td>Fundamentals of Business Mathematics</td>
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8 Year modules 96 Credits

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**THIRD YEAR**

**SEMMESTER MODULES**

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**FOURTH YEAR**

**YEAR MODULES**

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1 Year module 32 Credits

**SEMESTER MODULES**

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PROMOTION REQUIREMENTS
Students will only be promoted:

d. to the second year of study if they have passed all of the Extended Logistics modules in the first year.

e. should a student fail a module that module must be repeated.

f. if the student fails two or more modules at the end of the year he or she will be de-registered.

CBE.25 EXTENDED DIPLOMA (TRANSPORTATION MANAGEMENT) (D1TRME)
FULL-TIME
NQF LEVEL: 6
NUMBER OF CREDITS: 486

PURPOSE
The purpose of the qualification is to provide qualifying students with applied competencies in understanding and interpreting of transportation operational and tactical functions in preparation for a career in any branch of the transport or logistics sector. Students are exposed to theoretical and practical skills by providing sufficient disciplinary content. The theory covered can be applied to practical scenarios. To this end, the qualification plays its role in addressing national and market needs.

CURRICULUM

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| **THIRD YEAR**                      |             |     |                                      |             |     |
| **SEMESTER MODULES**                |             |     |                                      |             |     |
| **FIRST SEMESTER**                 |             |     | **SECOND SEMESTER**                 |             |     |
| **MODULE NAME**                      | **MODULE CODE** | NQF | **CREDITS**                          | **MODULE NAME** | NQF | **CREDITS** |
| Applied Accountancy Skills 1A       | AAS1AA1     | 15  | Applied Accountancy Skills 1B       | AAS1BB1     | 15  |            |
| Business Management 2A              | BMA02A2     | 16  | Business Management 2B              | BMA02B2     | 16  |            |
| Logistics 3A                        | LOG03A3     | 16  | Logistics 3B                        | LOG03B3     | 16  |            |
| Storage and Distribution Management A | SDM02A2   | 16  | Storage and Distribution Management B | SDM02B2   | 16  |            |
|                                      |             |     |                                      |             |     |            |
| **4 Semester Modules**              | **63 Credits** |     | **4 Semester Modules**              | **63 Credits** |     |            |
## FOURTH YEAR
### SEMESTER MODULES

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### PROMOTION REQUIREMENTS

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a. to the second year of study if they have passed all the of Extended Transportation Management modules in the first year.

b. should a student fail a module that module must be repeated.

c. if the student fails two or more modules at the end of the year he or she will be de-registered.
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CBE.27 DIPLOMA PROGRAMMES

- Accountancy *
- Business Information Technology
- Financial Services Operations *
- Food and Beverage Operations
- Human Resource Management *
- Logistics
- Marketing
- Retail Business Management
- Small Business Management *
- Tourism Management
- Transportation Management

Diplomas are offered full-time at the APB campus. Diplomas marked with a * are offered full-time at SWC campus. (Subject to a minimum student intake)

African Insights (AFINSA1) is a compulsory module for all first year undergraduate students of the University of Johannesburg. Upon completing the module a student's academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. African Insights is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. The completion of this module is required to graduate.

CBE.28 DIPLOMA IN ACCOUNTANCY * (D3A15Q)
FULL-TIME
NEW NQF LEVEL 6
NQF CREDITS: 378

PURPOSE
The purpose of this diploma is to provide accountancy knowledge and Skills to ensure competence in performing reporting functions, rendering taxation services and management advisory services on an accounting technician level, and to convert this embedded knowledge practically into an accounting software programme.

CURRICULUM

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
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<tbody>
<tr>
<td>SEMESTER MODULES</td>
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<tr>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td>MODULE NAME</td>
</tr>
<tr>
<td>Cost and Financial Management 1A</td>
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<tr>
<td>Economics 1A</td>
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</table>
Due to logistical constraints (of computer labs) and the size of classes, End-User Computing 1 and Introduction to Business Management 1 will be offered in both semesters to cater for the large group size.

Depending on the surname of the student, one of the following two options will automatically be selected.

<table>
<thead>
<tr>
<th>End-User Computing 1A**</th>
<th>EUC01A1</th>
<th>12</th>
<th>Introduction to Business Management 1B*</th>
<th>IBM01B1</th>
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</table>

** Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS = 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1A (EUC01A1 or EUC01A2). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for EUC01A1 or EUC01A2 and will therefore be granted a credit for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 or EUC01A2 (the academic module) as well as EUC01AR or EUC02AR (the RPL exam). On passing the RPL assessment (EUC01AR or EUC02AR) with 65% (s)he will be granted a credit for the module (EUC01A1 or EUC01A2). If a student fails the RPL assessment (EUC01AR or EUC02AR) (s)he will remain registered for EUC01A1 or EUC01A2. A fee of R500 is attached to the RPL assessment (EUC01AR or EUC02AR). If a student passes the RPL assessment (EUC01AR or EUC02AR) (s)he will be exempted from the module (EUC01A1 or EUC01A2). If a student fails the RPL assessment (EUC01AR or EUC02AR), it will be reflected as such on the student's academic transcript.
<table>
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<tr>
<th>MODULE NAME</th>
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| 5 Semester Modules                     | 67 Credits  |
|                                        | Number of Modules Total Credits |
| 5 Semester Modules                     | 63 Credits  |

### THIRD YEAR

#### SEMESTER MODULES

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| 4 Semester Modules                     | 64 Credits  |
|                                        | 4 Semester Modules |
| 4 Semester Modules                     | 64 Credits  |
CBE.29 DIPLOMA (BUSINESS INFORMATION TECHNOLOGY)  (DI1401)
FULL-TIME
NQF LEVEL: 6                     NUMBER OF CREDITS: 384

PURPOSE
The purpose of the programme is to develop the applied competence of students in developing, analysing, interpreting and applying information technology business management principles and methods. The programme prepares students to meaningfully contribute to the effective and efficient business management of information technology in organisations.

On completion of the programme students will be able to demonstrate competence in:
- analyse and understand the interdependency between business and Information Technology
- make decisions and accept responsibility
- communicate effectively using models, visual and language Skills
- work effectively in a team
- collect organize and critically evaluate information in order to assess the situation correctly
- demonstrate an understanding that the problem solving contexts do not exist in isolation and therefore look at the system as a whole.

CURRICULUM

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<tbody>
<tr>
<td>SEMESTER MODULES</td>
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#### FIRST SEMESTER

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4 Semester modules 64 Credits

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3 Semester modules 48 Credits

### PROMOTION REQUIREMENTS

a) students need to pass 6 modules in order to continue with the first year.
b) students are promoted to the second year of study if they have passed 7 modules and have met all the prerequisites for the second year modules.
c) students are promoted to the third year of study if they have passed a minimum of 7 modules and have met all the prerequisites for the third year modules.
d) students must take all outstanding modules of the previous year of study before they may take modules from the next year of study, limited to a maximum of 6 modules in any semester of study.
e) students may only register twice per module i.e. first registration plus one repeat. Students may not proceed to third year with any first year modules outstanding.
The purpose of the Diploma in Financial Services Operations is to develop the student’s knowledge in the area of financial services and its operations. The programme is comprised of a focused curriculum to prepare the student for a career in the financial services industry. Mastering of the curriculum will provide students with the ability to synthesise financial services operations principles in a professional manner. Fundamental knowledge of global financial services relevant to the financial services industry will be gained enabling the qualifying student to work in today’s world of the professional financial services operations industry. The programme emphasises competence, integrity, and application of ethics in a professional environment. The successful student will gain a global and South African financial market perspective and an in-depth understanding of the environment which will provide them with a competitive advantage for employment.

**CURRICULUM**

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<th>FIRST YEAR</th>
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<tbody>
<tr>
<td>SEMESTER MODULES</td>
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<td>Financial Accounting 1A</td>
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### SECOND YEAR

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### THIRD YEAR

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<td>Financial Services Operations 3A</td>
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99
CBE.31 DIPLOMA (FOOD AND BEVERAGE OPERATIONS)
(D1FBOQ)

FULL-TIME
NQF LEVEL: 6
NUMBER OF CREDITS: 394

RULES OF ACCESS
Additional requirements: The prospective student must be able to express themselves clearly and correctly both verbally and in written English.

Evidence of some exposure to the food and beverage industry would be considered as an advantage but not essential. This could be in the form of the school subjects of hotel keeping or consumer studies or part- or full-time work experience in the industry proved in testimony from industry practitioner.

PURPOSE
The successful Food and Beverage Operations student will possess the appropriate knowledge, technical and personal Skills and attitudes to work effectively, efficiently and sustainably at operational and supervisory levels within the Food and Beverage Industry. Their basic managerial and high level operational competencies in the food and beverage operation will provide the foundation to progress into managerial positions.

CURRICULUM

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>First Aid</td>
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<td>Food And Beverage Financials 1</td>
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<tr>
<td>Food And Beverage Operations 1</td>
<td>FBO01Y1</td>
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<tr>
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<tr>
<td>Food and Beverage Service 1 (Theory)</td>
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<tr>
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<tr>
<td>Gastronomy 1 (Theory)</td>
<td>GTNT1Y1</td>
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<tr>
<td>Hospitality Health and Safety 1</td>
<td>HHS01Y1</td>
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<tr>
<td>Management Skills 1</td>
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10 Year modules 106 Credits

| SEMESTER MODULES |  |
| FIRST SEMESTER | SECOND SEMESTER |
| MODULE NAME | MODULE CODE | NQF CREDITS | MODULE NAME | MODULE CODE | NQF CREDITS |
| Business Literacy 1 | BLC1001 | 8 | First Aid | FAF01Y1 | 2 |
| Food And Beverage Financials 1 | FBF01Y1 | 16 | Food And Beverage Operations 1 | FBO01Y1 | 16 |
| Food and Beverage Service 1 (Practical) | FBSP1Y1 | 10 | Food and Beverage Service 1 (Theory) | FBST1Y1 | 10 |
| Gastronomy 1 (Practical) | GTNP1Y1 | 10 | Gastronomy 1 (Theory) | GTNT1Y1 | 10 |
| Hospitality Health and Safety 1 | HHS01Y1 | 8 | Management Skills 1 | MNS01Y1 | 16 |
** Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS = 4 or higher) are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for End User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for EUC01A1 and will therefore be granted a credit for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted a credit for the module (EUC01A1). If a student fails the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee of R500 is attached to the RPL assessment (EUC01AR). If a student passes the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1). If a student fails the RPL assessment (EUC01AR), it will be reflected as such on the student's academic transcript.

*** Students are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted a credit for the module.

If a student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted a credit for the module (EUC01B1). If a student fails the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. No fee is attached to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1). Also note that a fail on the RPL assessment (EUC01BR) will be reflected as such on the student’s academic transcript.

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>YEAR MODULES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE NAME</strong></td>
<td><strong>MODULE CODE</strong></td>
</tr>
<tr>
<td>Business Literacy 2</td>
<td>BLC2002</td>
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<tr>
<td>Beverage Studies</td>
<td>BRS01Y1</td>
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<tr>
<td>Food and Beverage Financials 2</td>
<td>FBF02Y2</td>
</tr>
<tr>
<td>Food and Beverage Information Technology</td>
<td>FBIT1Y1</td>
</tr>
<tr>
<td>Food and Beverage Laws And Regulations 1</td>
<td>FBLR1Y1</td>
</tr>
<tr>
<td>Food and Beverage Operations 2 (Theory)</td>
<td>FBOT2Y2</td>
</tr>
</tbody>
</table>
In addition to the formal curriculum, all students must successfully complete compulsory First Aid, preliminary Wine and Wines of the World courses.

**PROMOTION REQUIREMENTS**
Students must pass all pre-requisite offerings where applicable before progressing to the next semester.

Students may only register twice per module, i.e. first registration plus one repeat.
Students must reapply for continuation of studies if they fail to pass an accumulative total of:

a. 9 modules after the first year of study,
b. 17 modules after the second year of study,
c. 23 modules after the third year of study,

Due to the theoretical and practical integration of the modules, students must pass all first year modules to be allowed access to the second year of study and must pass all second year modules in order to be promoted to the third year of study.

**WORK INTEGRATED LEARNING**

Students must complete Work Integrated Learning in the allocated semester of the third year. The School of Tourism and Hospitality and the employer will monitor and assess the experiential learning programme where applicable. Experiential learning equates to a weight of 0.5 credits.

**CBE.32 DIPLOMA (HUMAN RESOURCES MANAGEMENT)***

(D1HRMQ)

**FULL-TIME**

**NQF LEVEL: 6**

**NUMBER OF CREDITS: 363 /438****

**PURPOSE**

The purpose of the qualification is to introduce the student to the complex world of human resource management within a global and a South African context. Enabling the student to understand the human resource management processes, daily operations of an organisation; and acquire knowledge and develop a broad-based, strong and cohesive understanding of sustainable development in the context of human resource practices.

Against this background, the student will have the relevant knowledge on Human Resource Management, Processes and Systems, Human Resource Development, Employment Relations Management, and Business Management.

The student will also be required to do practical word that will focus on honing practical skills in basic principles and issues regarding human resource management practices in South Africa; and methods of measuring and interpreting individual differences in behaviour and job performance.

**CURRICULUM**

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SEMESTER MODULES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FIRST SEMESTER</td>
</tr>
<tr>
<td></td>
<td>MODULE NAME</td>
</tr>
<tr>
<td>Business Management 1A</td>
<td>BMA01A1</td>
</tr>
<tr>
<td>End-User Computing 1A**</td>
<td>EUC01A1</td>
</tr>
</tbody>
</table>
** Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS = 4 or higher) are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for End User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for EUC01A1 and will therefore be granted a credit for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted a credit for the module (EUC01A1). If a student fails the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee of R500 is attached to the RPL assessment (EUC01AR). If a student passes the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1). If a student fails the RPL assessment (EUC01AR), it will be reflected as such on the student’s academic transcript.

*** Students are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted a credit for the module.

If a student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR, (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted a credit for the module (EUC01B1). If a student fails the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. No fee is attached to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1). Also note that a fail on the RPL assessment (EUC01BR) will be reflected as such on the student’s academic transcript.
<table>
<thead>
<tr>
<th>MODULE NAME</th>
<th>MODULE CODE</th>
<th>NQF CREDITS</th>
<th>MODULE NAME</th>
<th>MODULE CODE</th>
<th>NQF CREDITS</th>
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</thead>
<tbody>
<tr>
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<td>Business Management 2B</td>
<td>BMA02B2</td>
<td>16</td>
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<tr>
<td>Employment Relations 1A</td>
<td>EMR01A1</td>
<td>16</td>
<td>Employment Relations 1B</td>
<td>EMR01B1</td>
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</tr>
<tr>
<td>Labour Law 1A</td>
<td>LLA41A1</td>
<td>16</td>
<td>Labour Law 1B</td>
<td>LLA41B1</td>
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</tr>
<tr>
<td>Management of Training 1A</td>
<td>MOT01A1</td>
<td>16</td>
<td>Management of Training 1B</td>
<td>MOT01B1</td>
<td>16</td>
</tr>
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<td><strong>5 Semester Modules</strong></td>
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<td><strong>80 Credits</strong></td>
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<td><strong>5 Semester Modules</strong></td>
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<td><strong>80 Credits</strong></td>
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<tr>
<td><strong>SEMESTER MODULES</strong></td>
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<table>
<thead>
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<tr>
<td>MODULE NAME</td>
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<tr>
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<td>---------------------</td>
</tr>
<tr>
<td>Business Management 3A</td>
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<tr>
<td>Employment Relations 2A</td>
<td>EMR02A2</td>
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<td>Human Resource Management 3A</td>
<td>HRM03A3</td>
</tr>
<tr>
<td>Management of Training 2A</td>
<td>MOT02A2</td>
</tr>
<tr>
<td>4 Semester Modules</td>
<td>64 Credits</td>
</tr>
</tbody>
</table>

**** Credits will vary depending on electives chosen.

**PROMOTION REQUIREMENTS**

Students are promoted to the next year of study if they have complied with all the module prerequisites for the following year.
Students must take all outstanding modules of the previous year of study, before they may take modules from the next year of study, limited to a maximum of 5 modules in any one year of study.
Students must reapply for continuation of studies if they fail to pass an accumulative total of:
a) 2 modules after the first year of study (from Human Resource Management 1A and 1B, Business Management 1A and B, English A and B), plus two additional modules,
b) 12 modules after the second year of study,
c) 18 modules after the third year of study,
d) 24 modules after the fourth year of study.

CBE.33 DIPLOMA (LOGISTICS) (D1LOGQ)
FULL-TIME
NQF LEVEL: 6
NUMBER OF CREDITS: 436

PURPOSE
This qualification focuses on the development, evaluation and implementation of logistic principles in the supply chain environment. The purpose of this qualification is to develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing logistic decisions.

CURRICULUM

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
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</thead>
<tbody>
<tr>
<td>SEMESTER MODULES</td>
</tr>
<tr>
<td>FIRST SEMESTER</td>
</tr>
<tr>
<td>MODULE NAME</td>
</tr>
<tr>
<td>Business and Administrative Communication 1A</td>
</tr>
<tr>
<td>Business Management 1A</td>
</tr>
<tr>
<td>Employment Relations 1A</td>
</tr>
<tr>
<td>End-User Computing 1A**</td>
</tr>
<tr>
<td>Marketing 1A</td>
</tr>
<tr>
<td>5 Semester Modules</td>
</tr>
</tbody>
</table>

** Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS = 4 or higher) are allowed to write a ‘Recognition
of prior learning (RPL)’ assessment for End User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for EUC01A1 and will therefore be granted a credit for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted a credit for the module (EUC01A1). If a student fails the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee of R500 is attached to the RPL assessment (EUC01AR). If a student passes the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1). If a student fails the RPL assessment (EUC01AR), it will be reflected as such on the student’s academic transcript.

*** Students are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted a credit for the module.

If a student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR, (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted a credit for the module (EUC01B1). If a student fails the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. No fee is attached to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1). Also note that a fail on the RPL assessment (EUC01BR) will be reflected as such on the student’s academic transcript.

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>SEMESTER MODULES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
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<thead>
<tr>
<th>MODULE NAME</th>
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<th>MODULE NAME</th>
<th>MODULE CODE</th>
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<tbody>
<tr>
<td>Applied Accountancy Skills 1A</td>
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<td>Applied Accountancy Skills 1B</td>
<td>AAS1BB1</td>
<td>15</td>
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<td>Business Management 2B</td>
<td>BMA02B2</td>
<td>16</td>
</tr>
<tr>
<td>Business Law 1A</td>
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<td>Business Law 1B</td>
<td>BUL41B1</td>
<td>15</td>
</tr>
<tr>
<td>Logistics 2A</td>
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<td>Logistics 2B</td>
<td>LOG02B2</td>
<td>16</td>
</tr>
<tr>
<td>Purchasing 2A</td>
<td>PUR02A2</td>
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<td>Purchasing 2B</td>
<td>PUR02B2</td>
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</tbody>
</table>

5 Semester Modules 78 Credits 5 Semester Modules 78 Credits

107
# THIRD YEAR

## SEMESTER MODULES

<table>
<thead>
<tr>
<th>MODULE NAME</th>
<th>MODULE CODE</th>
<th>NQF CREDITS</th>
<th>MODULE NAME</th>
<th>MODULE CODE</th>
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<tbody>
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<td>Business Management 3A</td>
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<td>Business Management 3B</td>
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<td>Logistics 3A</td>
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<td>Logistics 3B</td>
<td>LOG03B3</td>
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<tr>
<td>Production Planning and Control 1A</td>
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<td>Production Planning and Control 1B</td>
<td>PPL11B1</td>
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<tr>
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<td>Purchasing 3B</td>
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<td>16</td>
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</table>

<table>
<thead>
<tr>
<th>4 Semester Modules</th>
<th>64 Credits</th>
<th>4 Semester Modules</th>
<th>64 Credits</th>
</tr>
</thead>
</table>

## PROMOTION REQUIREMENTS

Students are promoted:

a) to the second year of study if they have passed 8 modules.
b) students must reapply for continuation of studies if they fail to pass one of the following modules: Business Management 1A and 1B, Employment Relations 1A and 1B and Marketing 1A and 1B.
c) students must pass Logistics 2A and 2B before they can continue with Logistics 3A and 3B.
d) students must pass Purchasing 2A and 2B before they can continue with Purchasing 3A and 3B.
e) students are promoted to the third year of study if they have passed at least 8 modules or a minimum of 16 modules.

Students must pass all pre-requisite offerings where applicable before progressing to the next semester. Students may only register twice per module, i.e. first registration plus one repeat, limited to a maximum of 6 modules per semester in any one year of study.

Students wishing to transfer from another qualification should formally apply, using the UJ online application system.

The following rules will apply during the selection process:

- students should have passed all the first-year modules to be considered for the transfer,
- students should have obtained an overall average of 65% for the first-year modules (10 modules),
- students should meet the APS and entrance requirements relevant to the Diploma in Logistics.
PURPOSE

The purpose of the Diploma in Marketing Management is to develop students in a marketing career and to have practical and theoretical skills in marketing. It provides a focused and applied specialisation within the field of Marketing to ensure that students have an understanding of Marketing. This qualification develops students’ theoretical and practical knowledge in Marketing in order for them to be competent marketing assistance and/or marketing managers who have the necessary skills required by the marketing sector.

This qualification offers both theoretical and vocational training. This programme will enable students to be productive in the industry and/or assist students to articulate in order to further their studies in marketing management.

CURRICULUM

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER MODULES</td>
</tr>
<tr>
<td>FIRST SEMESTER</td>
</tr>
<tr>
<td>MODULE NAME</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>Applied Accountancy Skills 1A</td>
</tr>
<tr>
<td>Business Management 1A</td>
</tr>
<tr>
<td>End-User Computing 1A**</td>
</tr>
<tr>
<td>English A (Marketing Module)</td>
</tr>
<tr>
<td>Marketing 1A</td>
</tr>
<tr>
<td>** Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS = 4 or higher) are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for End User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for EUC01A1 and will therefore be granted a credit for the module.</td>
</tr>
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</table>

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<thead>
<tr>
<th>Semester modules</th>
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<td>5</td>
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<td>75 Credits</td>
<td>75 Credits</td>
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</table>
If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted a credit for the module (EUC01A1). If a student fails the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee of R500 is attached to the RPL assessment (EUC01AR). If a student passes the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1). If a student fails the RPL assessment (EUC01AR), it will be reflected as such on the student’s academic transcript.

*** Students are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted a credit for the module.

If a student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted a credit for the module (EUC01B1). If a student fails the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. No fee is attached to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1). Also note that a fail on the RPL assessment (EUC01BR) will be reflected as such on the student’s academic transcript.

### SECOND YEAR

<table>
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| 1 Year module | 16 Credits |

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<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE NAME</td>
<td>MODULE CODE</td>
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<tr>
<td>Consumer Behaviour A</td>
<td>CBR01A1</td>
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<tr>
<td>Marketing 2A</td>
<td>MAR02A2</td>
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<tr>
<td>Quantitative Techniques A</td>
<td>STAQ1A1</td>
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<tr>
<td>Personal Selling 1A</td>
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### THIRD YEAR

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| 1 Year module | 16 Credits |

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<tbody>
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<td></td>
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<td>MODULE NAME</td>
<td>MODULE CODE</td>
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<tr>
<td>------------------------------</td>
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</tr>
<tr>
<td>Marketing 3A</td>
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<td>Marketing Communications A</td>
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<td>Marketing Research 3A</td>
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<td>Sales Management 3A</td>
<td>SMN03A3</td>
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<tr>
<td>4 Semester modules</td>
<td>64 Credits</td>
</tr>
</tbody>
</table>

**PROMOTION REQUIREMENTS**

Students are promoted:

a) to the second year of study if they have passed at least 2 modules, one of which must be Marketing 1 plus an additional 2 modules,

b) to the third year of study if they have passed at least 6 modules.

Students must take all outstanding modules of the previous year of study, before they may take modules from the next year of study, limited to a maximum of 6 modules in any one year of study.

Students must reapply for continuation of studies if they fail to pass an accumulative total of:

a) 3 modules after the first semester of study (one must be Marketing 1A)

b) 6 modules after the first year of study (Which must include both modules of Marketing 1 or both module of Personal Selling1),

c) 12 modules after the second year of study,

d) 18 modules after the third year of study,

e) 24 modules after the fourth year of study.

**CBE.35 DIPLOMA (RETAIL BUSINESS MANAGEMENT)**

*(D1RBMQ)*

**FULL-TIME**

NQF LEVEL: 6  
NUMBER OF CREDITS: 405

**PURPOSE**

The purpose of the Diploma in Retail Business Management is to develop the applied and practical competencies of the student in the acquisition, understanding and application of retailing principles. It provides a focused and applied specialisation within the field of Retail to ensure that students have an understanding of the practices, theory in the field of Retail. The purpose of this qualification is to develop competent retail managers for the retail industry and develop Skills for the sector in general.
** Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS = 4 or higher) are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for End User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for EUC01A1 and will therefore be granted a credit for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted a credit for the module (EUC01A1). If a student fails the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee of R500 is attached to the RPL assessment (EUC01AR). If a student passes the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1). If a student fails the RPL assessment (EUC01AR), it will be reflected as such on the student's academic transcript.

*** Students are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted a credit for the module.

If a student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR, (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted a credit for the module (EUC01B1). If a student fails the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. No fee is attached to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be
exempted from the module (EUC01B1). Also note that a fail on the RPL assessment (EUC01BR) will be reflected as such on the student’s academic transcript.

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>YEAR MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE NAME</strong></td>
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<tr>
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<th>SEMESTER MODULES</th>
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<tr>
<td><strong>FIRST SEMESTER</strong></td>
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<tr>
<td><strong>MODULE NAME</strong></td>
</tr>
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</tr>
<tr>
<td>Consumer Behaviour A</td>
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<tr>
<td>Personal Selling 1A</td>
</tr>
<tr>
<td>Retailing 2A</td>
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<table>
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<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>SECOND SEMESTER</strong></td>
</tr>
<tr>
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<td>Business Management 3A</td>
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<td>Logistics 2A</td>
<td>LOG02A2</td>
</tr>
<tr>
<td>Retailing 3A</td>
<td>RTL03A3</td>
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</table>
PROMOTION REQUIREMENTS
Business Management 1A/B is a prerequisite for Business Management 2A/B, Business Management 2A/B is a prerequisite for Business Management 3A/B
Students are promoted:
  a) to the second year of study if they have passed Business Management 1, and Retailing 1, plus an additional 2 modules,
  b) to the third year of study if they have passed at least 6 modules.

Students must take all outstanding modules of the previous year of study, before they may take modules from the next year of study, limited to a maximum of 6 modules in any one year of study.
Students must reapply for continuation of studies if they fail to pass an accumulative total of:
  a) 3 modules after the first semester of study (one of which must be Business Management 1A, or Retailing 1A,
  b) 6 modules after the first year of study (Which must include both modules of Retailing 1),
  c) 12 modules after the second year of study,
  d) 18 modules after the third year of study,
  e) 24 modules after the fourth year of study.

CBE.36 DIPLOMA (SMALL BUSINESS MANAGEMENT)*
(D1SBMQ)
FULL-TIME
NQF LEVEL: 6
NUMBER OF CREDITS: 404

RULES OF ACCESS
Additional criteria
* It is recommended that applicants to this qualification show a desire to start their own business and to become an entrepreneur.

PURPOSE
This qualification is focused towards the fields, Entrepreneurship, Marketing and Small Business Management, with the major focus on Entrepreneurship. In doing this programme the student will have a broad understanding of entrepreneurship and business, with a specific practical outcome and experience of having their own business and how to successfully start and grow the business. The course prepares the student in both the fields of entrepreneurship and social entrepreneurship for the diverse challenges present in the business environment and equips them with the necessary analytical and cognitive Skills to analyse and implement solutions to these challenges in their own businesses. This qualification mainly prepares students to start and own their own businesses as entrepreneurs.
** Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS = 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for EUC01A1 and will therefore be granted a credit for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted a credit for the module (EUC01A1). If a student fails the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee of R500 is attached to the RPL assessment (EUC01AR). If a student passes the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1). If a student fails the RPL assessment (EUC01AR), it will be reflected as such on the student's academic transcript.

*** Students are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted a credit for the module.

If a student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR, (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted a credit for the module (EUC01B1). If a student fails the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. No fee is attached to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1). Also note that a fail on the RPL assessment (EUC01BR) will be reflected as such on the student’s academic transcript.
## SECOND YEAR

### SEMESTER MODULES

<table>
<thead>
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<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
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<tbody>
<tr>
<td>MODULE NAME</td>
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<tr>
<td>Entrepreneurial Growth Strategies A</td>
<td>EGS01A1</td>
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<tr>
<td>Entrepreneurship 2A</td>
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<tr>
<td>Marketing 2A</td>
<td>MAR02A2</td>
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### THIRD YEAR

#### YEAR MODULE

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1 Year module 32 Credits

### SEMESTER MODULES

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<tbody>
<tr>
<td>MODULE NAME</td>
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<tr>
<td>3 Semester Modules</td>
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</table>
PROMOTION REQUIREMENTS
Students are promoted:

a) to the second year of study if they have passed at least 2 year modules, which must include Entrepreneurship 1, and Marketing 1,
b) to the third year of study if they have passed at least 7 year modules, which must include Entrepreneurship 2 and Marketing 2.

Students must take all outstanding modules of the previous year of study, before they may take modules from the next year of study, limited to a maximum of 6 year modules in any one year of study.

Students must re-apply for continuation of studies if they fail to pass an accumulative total of:

a) 2 year modules and 2 additional modules after the first year of study,
b) 12 semester modules after the second year of study,
c) 18 semester modules after the third year of study,
d) 24 semester modules after the fourth year of study.

CBE.37 DIPLOMA (TOURISM MANAGEMENT) (D1TOUQ)
FULL-TIME
NQF LEVEL: 6 NUMBER OF CREDITS: 408

PURPOSE
The purpose of the programme is to equip students to be competent in a variety of technical, managerial, personal and operational Skills in the running of a tourism enterprise. The successful student will have developed a sound foundation for progression into entry level and leadership positions, and to exploit entrepreneurial opportunities.

CURRICULUM

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SEMESTER MODULES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FIRST SEMESTER</td>
</tr>
<tr>
<td></td>
<td>MODULE NAME</td>
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<tr>
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<td>Tourism System 1</td>
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<td>Travel Operations 1B: Introduction to Travel Operation</td>
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**SECOND YEAR**

**SEMESTER MODULES**

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<tbody>
<tr>
<td>MODULE NAME</td>
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<tr>
<td>Tourism Planning 2</td>
<td>TOS22A2</td>
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<tr>
<td>Travel Operations 2A: Event Management</td>
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<tr>
<td>Management and Human Resources</td>
<td>TTM22A2</td>
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**THIRD YEAR**

**SEMESTER MODULES**

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</tr>
</thead>
<tbody>
<tr>
<td>MODULE NAME</td>
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<td>Destination Development 3A</td>
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<tr>
<td>Research for Tourism Development 3B</td>
<td>TOS33B3</td>
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<tr>
<td>Travel and Tourism Management 3A</td>
<td>TTM33A3</td>
</tr>
<tr>
<td>Travel Operations 3A: Fares and Ticketing</td>
<td>TRL33A2</td>
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</table>
WORK INTEGRATED LEARNING

Work integrated learning takes place with an approved tourism unit in the module Work Integrated Learning 3. In order to do work integrated learning students must have successfully completed 1st and 2nd year modules.

PROMOTION REQUIREMENTS

Students are promoted:

a. to the second year of study if they have passed 6 modules in the first year
b. Students must reapply for continuation of studies if they fail to pass the following modules: Tourism system and Impact of Tourism, and/or Travel and Tourism Management 1A and Travel and Tourism Management 1 B, Marketing 1A and Marketing 1B

c. Students must pass Tourism Planning and Sustainable and Responsible Tourism before they can continue with Destination Development and Research for Tourism Development


e. Student must complete all outstanding modules of the previous year of study, before they continue to the next year of study, limited to a maximum of 5 modules in any one semester of study.

OR

f. Subject to a selection process, students who have passed both Short Learning Programmes (Introduction to Tourism [S1INTQ] and Introduction to Tourism Management Functions [S1TOMQ]) within one academic year with an average of 60%, and meet the applicable minimum entry requirements, be considered for articulation into the second year of the Diploma (Tourism Management).

CBE.38 DIPLOMA (TRANSPORTATION MANAGEMENT) (D1TRMQ)

FULL-TIME
NQF LEVEL: 6 NUMBER OF CREDITS: 438

PURPOSE

The purpose of the qualification is to provide qualifying students with applied competencies in understanding and interpreting of transportation operational and tactical functions in preparation for a career in any branch of the transport or logistics sector. Students are exposed to theoretical and practical skills by providing sufficient disciplinary
The theory covered can be applied to practical scenarios. To this end, the qualification plays its role in addressing national and market needs.

**CURRICULUM**

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SEMESTER MODULES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>SECOND SEMESTER</strong></td>
</tr>
<tr>
<td><strong>MODULE NAME</strong></td>
<td><strong>MODULE CODE</strong></td>
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<tr>
<td>Business And Administrative Communication 1A</td>
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<tr>
<td>Business Management 1A</td>
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<tr>
<td>Employment Relations 1A</td>
<td>EMR01A1</td>
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<tr>
<td>End-User Computing 1A**</td>
<td>EUC01A1</td>
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<tr>
<td>Marketing 1A</td>
<td>MAR01A1</td>
</tr>
<tr>
<td><strong>5 Semester Modules</strong></td>
<td><strong>76 Credits</strong></td>
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</table>

** Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS = 4 or higher) are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for End User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for EUC01A1 and will therefore be granted a credit for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted a credit for the module (EUC01A1). If a student fails the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee of R500 is attached to the RPL assessment (EUC01AR). If a student passes the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1). If a student fails the RPL assessment (EUC01AR), it will be reflected as such on the student’s academic transcript.

*** Students are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted a credit for the module.

If a student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR, (the RPL exam). On passing
the RPL assessment (EUC01BR) with 65% (s)he will be granted a credit for the module (EUC01B1). If a student fails the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. No fee is attached to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1). Also note that a fail on the RPL assessment (EUC01BR) will be reflected as such on the student’s academic transcript.

### SECOND YEAR

#### SEMESTER MODULES

<table>
<thead>
<tr>
<th>MODULE NAME</th>
<th>MODULE CODE</th>
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<th>MODULE NAME</th>
<th>MODULE CODE</th>
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### THIRD YEAR

#### SEMESTER MODULES

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<tr>
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**PROMOTION REQUIREMENTS**

Students are promoted:

a) to the second year of study if they have passed 8 modules.

b) students must reapply for continuation of studies if they fail to pass one of the following modules Business Management 1A and 1B, Employment Relations 1A and 1B and Marketing 1A and 1B.

c) students must pass Transportation 2A and 2B before they can continue with Transportation 3A and 3B. Students must also pass Logistics 2A and 2B before they can continue with Logistics 3A and 3B.

d) students are promoted to the third year of study if they have passed at least 8 modules.

e) students are promoted to the third year of study if they passed 8 modules or a minimum of 16 modules. Students must take all outstanding modules of the previous year of study before they may take modules from the next year of study, limited to maximum of modules in anyone year.

Students must pass all pre-requisite offerings where applicable before progressing to the next semester. Students may only register twice per module, i.e. first registration plus one repeat, limited to a maximum of 6 modules per semester in any one year of study.
CBE.39  ALPHABETICAL LIST OF MODULE CODES, MODULE NAME AND PREREQUISITES FOR DIPLOMAS

<table>
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<tr>
<th>MODULE CODE</th>
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<td>AAS1BB1</td>
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<td>AIC22A2</td>
<td>Auditing and Internal Control 2A</td>
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<td>RTL01A1, RTL01B1</td>
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<tr>
<td>SDM02A2</td>
<td>Storage and Distribution Management A</td>
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<td>Sustainable and Responsible Tourism</td>
<td>TOS11A2, TOS11B2</td>
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<td>SSW01A1</td>
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<td>TOS22A2</td>
<td>Tourism Planning 2</td>
<td>TOS11A2, TOS11B2</td>
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<td>Tourism System 1</td>
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<tr>
<td>TRA02A2</td>
<td>Transportation 2A</td>
<td>BMA01A1, BMA01B1</td>
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<td>BMA01A1, BMA01B1</td>
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<td>TTM22A2, TTM22B2</td>
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<tr>
<td>TRL11A2</td>
<td>Travel Operations 1A: World Destinations</td>
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<td>Travel Operations 1B: Introduction to Travel Operations</td>
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<tr>
<td>TRL22A2</td>
<td>Travel Operations 2A: Event Management</td>
<td>TRL11A2, TRL11B2</td>
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<tr>
<td>TRL22B2</td>
<td>Travel Operations 2B: Event Management</td>
<td>TRL11A2, TRL11B2</td>
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<tr>
<td>TRL33A2</td>
<td>Travel Operations 3A: Fares and Ticketing</td>
<td>TRL22A2, TRL22B2</td>
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<tr>
<td>TRL33B2</td>
<td>Travel Operations 3B: Tourism Information Management</td>
<td>TRL22A2, TRL22B2</td>
</tr>
<tr>
<td>WIL3BB2</td>
<td>Work Integrated Learning 3</td>
<td>See note on page 119</td>
</tr>
</tbody>
</table>
CBE.40 ADVANCED DIPLOMA PROGRAMMES

- Accountancy ****
- Business Information Technology *
- Financial Management ****
- Financial Markets ***
- Financial Markets (Fully Online)
- Logistics *
- Logistics (Fully Online)
- Management **
- People Performance Management (Fully Online)
- Property Valuation and Management ****
- Retailing **
- Transportation Management *
- Transportation Management (Fully Online)

Information is obtainable from the relevant department. Preparatory study and an entrance examination may be required by the relevant department.

Advanced Diplomas marked with an * are offered full-time or part-time on the APB Campus.
Advanced Diplomas marked with an ** are offered full-time on the APB Campus.
Advanced Diplomas marked with an *** are offered full-time or part-time on the APK Campus.
Advanced Diplomas marked with a **** are offered full-time on the APK campus. (Subject to a minimum student intake)

CBE.41 ADVANCED DIPLOMA IN ACCOUNTANCY **** (ADIA01)
FULL-TIME
NEW NQF LEVEL 7 NQF CREDITS: 120

ADMISSION REQUIREMENTS
The entry requirements for the Advanced Diploma in Accountancy are a Diploma or National Diploma with Financial Accounting, Auditing or Internal Auditing and Taxation at a 3rd year level and Grade 12 Mathematics with minimum APS score of 4. Students, whom enrolled as a first year for a Diploma in the former Faculty of Economic and Financial Sciences (FEFS) in 2015 or later, with an APS score below 4 for Mathematics or with Grade 12 Mathematic Literacy will only be considered after completion of the Mathematics for Finance and Business 1A and 1B modules offered by the Faculty of Science at the University of Johannesburg to all first year Diploma students.

For students, who enrolled for the first time for a Diploma in the former Faculty of Economic and Financial Sciences (FEFS) before 2015 or students from another university, with an APS score below 4 for Mathematics or with Grade 12 Mathematic Literacy will only be considered after completion of the Mathematics for Diploma students module offered by the Faculty of Science at the University of Johannesburg or equivalent. Information is obtainable from the relevant School. Preparatory study and an entrance examination may be required by the relevant department.
PURPOSE
The purpose of the Advanced Diploma is to prepare the student for further learning in the fields of Accounting, Auditing and Taxation. The programme will also prepare the student for the job market by enabling a student to apply integrated knowledge and advanced conceptual thinking Skills to complex problems in Accounting, Auditing and Taxation.

CURRICULUM

| FIRST YEAR – FULL-TIME |
|---|---|---|
| **YEAR MODULES** | | |
| MODULE NAME | MODULE CODE | NQF CREDITS |
| Accounting | ADIA001 | 30 |
| Taxation | ADIA002 | 30 |
| Auditing | ADIA003 | 30 |
| **SEMESTER MODULES** | | |
| **FIRST SEMESTER** | **SECOND SEMESTER** | | |
| MODULE NAME | MODULE CODE | NQF CREDITS | MODULE NAME | MODULE CODE | NQF CREDITS |
| Mathematics | ADIA004 | 15 | Business Ethics and Citizenship | ADIA005 | 15 |
| 3 Year Modules & 2 Semester Modules | | | | | 120 Credits |

CBE.42 ADVANCED DIPLOMA IN BUSINESS INFORMATION TECHNOLOGY * (A1BITQ)
FULL-TIME/PART-TIME
NQF LEVEL: 7
NUMBER OF CREDITS: 120

RULES OF ACCESS
Any appropriate bachelor’s degree or 3 year Diploma in Information Technology, with at least 1 year of software development experience. Applicants need an average of at least 60% during their final year of study.

PURPOSE
The purpose of this qualification is to provide students with the knowledge and skills to develop software solutions to solve business problems effectively using the latest technologies. The Advanced Diploma IT is designed to produce a diplomat with the theoretical and practical skill set to apply the latest technologies and tools when developing an optimal software solution for business.

CURRICULUM

FULL-TIME
### FIRST YEAR

#### YEAR MODULE

<table>
<thead>
<tr>
<th>MODULE NAME</th>
<th>MODULE CODE</th>
<th>NQF CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software Project</td>
<td>SWP01Y1</td>
<td>30</td>
</tr>
<tr>
<td>1 Year module</td>
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<td>30 Credits</td>
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#### SEMESTER MODULES

<table>
<thead>
<tr>
<th></th>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MODULE NAME</td>
<td>MODULE CODE</td>
</tr>
<tr>
<td>Advanced Business</td>
<td>ABA11A1</td>
<td>15</td>
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<tr>
<td>Analysis</td>
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<tr>
<td>Advanced Database</td>
<td>ADB11A1</td>
<td>15</td>
</tr>
<tr>
<td>Advanced Programming</td>
<td>APM11A1</td>
<td>15</td>
</tr>
<tr>
<td>Software Requirements</td>
<td>SRM11A1</td>
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<tr>
<td><strong>4 Semester modules</strong></td>
<td><strong>60 Credits</strong></td>
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<td></td>
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#### PART-TIME

### FIRST YEAR

#### SEMESTER MODULES

<table>
<thead>
<tr>
<th></th>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MODULE NAME</td>
<td>MODULE CODE</td>
</tr>
<tr>
<td>Advanced Programming</td>
<td>APM11A1</td>
<td>15</td>
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<tr>
<td>Software Requirements</td>
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<tr>
<td><strong>2 Semester modules</strong></td>
<td><strong>30 Credits</strong></td>
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### SECOND YEAR

#### YEAR MODULE

<table>
<thead>
<tr>
<th>MODULE NAME</th>
<th>MODULE CODE</th>
<th>NQF CREDITS</th>
</tr>
</thead>
</table>

132
### Software Project
- **SWP01Y1**: 30 credits
- 1 Year module

<table>
<thead>
<tr>
<th>SEMESTER MODULES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
</tr>
<tr>
<td><strong>MODULE NAME</strong></td>
</tr>
<tr>
<td>Advanced Database</td>
</tr>
<tr>
<td>Advanced Business Analysis</td>
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<tr>
<td>2 Semester modules</td>
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</tbody>
</table>

**PROMOTION REQUIREMENTS**
Students who fail more than two modules per year will not be allowed to continue with the program.

**CBE.43 ADVANCED DIPLOMA IN FINANCIAL MANAGEMENT **** (ADFM01)**

**FULL-TIME**
**NEW NQF LEVEL 7**

**NQF CREDITS: 120**

**ADMISSION REQUIREMENTS**
The entry requirements for the Advanced Diploma in Financial Management are a Diploma or National Diploma with Financial Accounting and Management Accounting at a 3\(^{rd}\) year level and Grade 12 Mathematics with minimum APS score of 4. Students, whom enrolled as a first year for a Diploma in the former Faculty of Economics and Financial Sciences (FEFS) in 2015 or later, with an APS score below 4 for Mathematics or with Grade 12 Mathematic Literacy will only be considered after completion of the Mathematics for Finance and Business 1A and 1B modules offered by the Faculty of Science at the University of Johannesburg to all first year Diploma students.

For students, who enrolled for the first time for a Diploma in the former Faculty of Economic and Financial Sciences (FEFS) before 2015 or students from another university, with an APS score below 4 for Mathematics or with Grade 12 Mathematic Literacy will only be considered after completion of the Mathematics for Diploma students module offered by the Faculty of Science at the University of Johannesburg or equivalent.

**PURPOSE**
The purpose of the Advanced Diploma is to prepare Diploma or National Diploma students for further learning in the fields of Financial Management and Management Accounting. The programme will prepare the student for the job market by enabling them to apply integrated knowledge and advanced conceptual thinking Skills to innovatively solve complex problems in Financial Management.
CBE.44 ADVANCED DIPLOMA IN FINANCIAL MARKETS ***  
(A3F17Q)

FULL-TIME/PART-TIME  
NEW NQF LEVEL 7  
NQF CREDITS: 130

ADMISSION REQUIREMENTS  
The admission requirements for this programme will adhere to the University of Johannesburg’s Policy for Admission and Selection which is current at the time of the registration for this programme.

A student should have one of the following:
- New/Old NQF level 6 qualification with 3 years’ relevant work experience in financial markets; or
- New/Old NQF level 6 qualification in Finance; or
- 5 years’ relevant work experience in financial markets.

PURPOSE  
The purpose of the Advanced Diploma in Financial Markets is to develop the student’s knowledge of the discipline of financial markets and trading. The programme is comprised of a focused curriculum to prepare the student for a career in financial markets. The curriculum includes ten topic areas ranging from Introduction to Financial Markets to Theory of Corporate Events to Trading in Financial Markets and Concluding Financial Market Transactions. Mastering of the curriculum will provide students with the ability to synthesise financial market principles and apply financial instruments in a professional manner. Fundamental knowledge of global investments relevant to the financial market industry will be gained enabling the qualifying student to work in today’s world of professional financial markets industry. The programme emphasises competence, integrity, and application of ethics in a professional environment. The successful student will gain a global and South African financial market perspective and an in-depth
understanding of the marketplace which will provide them with a competitive advantage for employment.

**CURRICULUM**

### FULL-TIME

#### FIRST YEAR

#### SEMESTER MODULES

<table>
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<tr>
<th>FIRST SEMESTER</th>
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</thead>
<tbody>
<tr>
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<td>MODULE CODE</td>
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<tr>
<td>Applied Financial Mathematics</td>
<td>A3FAF7X</td>
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<tr>
<td>Introduction to Financial Markets</td>
<td>A3FIF7X</td>
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</table>

### PART-TIME

#### FIRST YEAR

#### SEMESTER MODULES

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE NAME</td>
<td>MODULE CODE</td>
</tr>
<tr>
<td>Applied Financial Mathematics</td>
<td>A3FAF7X</td>
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<tr>
<td>Introduction to Financial Markets</td>
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### SECOND YEAR

#### SEMESTER MODULES
CBE.45 ADVANCED DIPLOMA IN FINANCIAL MARKETS

(A34FMP)

FULLY ONLINE

NEW NQF LEVEL 7

NQF CREDITS: 130

All fully online programmes uses the “carousel model” of enrolment using six cohorts of enrolment. This model enables six student intakes per year. The model has been designed to allow for students to start in any given term.

ADMISSION REQUIREMENTS

The admission requirements for this programme will adhere to the University of Johannesburg’s Policy for Admission and Selection which is current at the time of the registration for this programme.

A student should have one of the following:

- New/Old NQF level 6 qualification with 3 years’ relevant work experience in financial markets; or
- New/Old NQF level 6 qualification in Finance; or
- 5 years’ relevant work experience in financial markets.

PURPOSE

The purpose of the Advanced Diploma in Financial Markets (via online education) is to develop the student’s knowledge of the discipline of financial markets and trading. The programme is comprised of a focused curriculum to prepare the student for a career in financial markets. Mastering of the curriculum will provide students with the ability to synthesise financial market principles and apply financial instruments in a professional manner. Fundamental knowledge of global investments relevant to the financial market industry will be gained enabling the qualifying student to work in today’s world of professional financial markets industry. The programme emphasises competence, integrity, and application of ethics in a professional environment. The successful student will gain a global and South African financial market perspective and an in-depth understanding of the marketplace which will provide them with a competitive advantage for employment.

CURRICULUM

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<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>Module Credits</th>
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<tbody>
<tr>
<td>AFM1CP1</td>
<td>Applied Financial Mathematics (Includes exemption exam)</td>
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<tr>
<td>IFM1CP1</td>
<td>Introduction to Financial Markets 1</td>
<td>25</td>
</tr>
<tr>
<td>IFM2CP1</td>
<td>Introduction to Financial Markets 2</td>
<td>25</td>
</tr>
<tr>
<td>CSF1CP1</td>
<td>Client Service and Financial Advice 1</td>
<td>25</td>
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<tr>
<td>CSF2CP1</td>
<td>Client Service and Financial Advice 2</td>
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<tr>
<td>TFM1CP1</td>
<td>Trading in Financial Markets 1</td>
<td>25</td>
</tr>
<tr>
<td>TFM2CP1</td>
<td>Trading in Financial Markets 2</td>
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2019 CAROUSEL OFFERING

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<td>D1 January</td>
<td>CSF2CP1</td>
<td>Client Service and Financial Advice 2</td>
<td>25</td>
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<tr>
<td>D2 March</td>
<td>AFM1CP1</td>
<td>Applied Financial Mathematics (Includes exemption exam)</td>
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<tr>
<td></td>
<td>IFM2CP1</td>
<td>Introduction to Financial Markets 2</td>
<td>25</td>
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<tr>
<td>D3 May</td>
<td>FMT2CP1</td>
<td>Financial Markets Transactions 2</td>
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<td>D4 July</td>
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<td>D6 October</td>
<td>ACE1CP1</td>
<td>Application of Corporate Events 1</td>
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CBE.46 ADVANCED DIPLOMA IN LOGISTICS* (A34LGQ)
FULL TIME/PART TIME
NEW NQF LEVEL 7
NQF CREDITS: 128

ADMISSION REQUIREMENTS
The entry requirements for the Advanced Diploma in Logistics are a relevant three-year NQF Level 6 qualification with Logistics and Purchasing as major modules. A minimum of 60% as an average for the combined third-year modules, with a minimum final average mark of 65% in each of Logistics and Purchasing, is required.

Alternatively, an applicant must have completed the UJ Bridging Programme into the Advanced Diploma in Logistics with a minimum final average mark of 65% in each of the modules.

All applications will be subject to a selection process and to available space. The outcome of the selection process may require that an applicant complete the UJ Bridging Programme into the Advanced Diploma in Logistics before admission to the Advanced Diploma in Logistics qualification can be considered.

PURPOSE
The purpose of the Advanced Diploma in Logistics is to provide both theoretical knowledge and practical skills in the field of Logistics Management to prospective students who are currently middle managers, or aspire towards middle management, so that they can apply the principles of Logistics Management in their working environment.
## CURRICULUM

### FIRST YEAR – FULL TIME

#### SEMESTER MODULES

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Module Code</th>
<th>NQF Credits</th>
<th>Module Name</th>
<th>Module Code</th>
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<tbody>
<tr>
<td>Procurement</td>
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<td>Global Supply Chain Management</td>
<td>GSC01B1</td>
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<td>Project Management</td>
<td>PRM01A1</td>
<td>16</td>
<td>Logistics Research Project</td>
<td>LRP01B1</td>
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<td>Research Methodology: Logistics</td>
<td>RML01A1</td>
<td>16</td>
<td>Quantitative Techniques</td>
<td>QAN01B1</td>
<td>16</td>
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<td><strong>Credits</strong></td>
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### FIRST YEAR – PART TIME

#### SEMESTER MODULES

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Module Code</th>
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<th>Module Name</th>
<th>Module Code</th>
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<tbody>
<tr>
<td>Logistics Processes and Practices</td>
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<td>Logistics Research Project</td>
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<td>16</td>
</tr>
<tr>
<td>Research Methodology: Logistics</td>
<td>RML01A1</td>
<td>16</td>
<td>Quantitative Techniques</td>
<td>QAN01B1</td>
<td>16</td>
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<tr>
<td><strong>2 Semester Modules</strong></td>
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### SECOND YEAR – PART TIME

#### SEMESTER MODULES

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Module Code</th>
<th>NQF Credits</th>
<th>Module Name</th>
<th>Module Code</th>
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</table>
CBE.47 ADVANCED DIPLOMA IN MANAGEMENT**  (A34MGQ)
FULL-TIME
NEW NQF LEVEL 7
NQF CREDITS: 120

ADMISSION REQUIREMENTS
An applicant must hold a Diploma in Management or an appropriate NQF level 6, 360 credit Diploma or Bachelor’s Degree specialising in Management with an average of 60%.

PURPOSE
The purpose of this the Advanced Diploma in Management is to develop the applied and practical competencies of the student in the acquisition, understanding and application of strategic management principles. It provides an intensive, focused and applied specialisation within the field of management to ensure that students have a deep and systematic understanding of current thinking, practice, theory and methodology in the field of strategic management.

CURRICULUM

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Module Code</th>
<th>NQF Credits</th>
<th>Module Name</th>
<th>Module Code</th>
<th>NQF Credits</th>
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</thead>
<tbody>
<tr>
<td>Financial Management A</td>
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<td>Financial Management B</td>
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<td>12</td>
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<td>Operations Management</td>
<td>OPS01A1</td>
<td>12</td>
<td>International Management</td>
<td>INT01B1</td>
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<tr>
<td>Research Methodology: Management</td>
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<td>12</td>
<td>Management Practice</td>
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5 Semester Modules 60 Credits 4 Semester Modules 60 Credits
CBE.48 ADVANCED DIPLOMA IN PEOPLE PERFORMANCE MANAGEMENT
(A34PPP)
FULLY ONLINE TO BE OFFERED FROM MARCH 2019
NEW NQF LEVEL 7
NQF CREDITS: 120

All fully online programmes use the “carousel model” of enrolment using six cohorts of enrolment. This model enables six student intakes per year. The model has been designed to allow for students to start in any given term.

CURRICULUM

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<tr>
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<td>MHR1CP1</td>
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<td>HRA1CP1</td>
<td>Human Resource Analytics A</td>
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CBE.49 ADVANCED DIPLOMA IN PROPERTY VALUATION AND MANAGEMENT **** (ADPVM1)

FULL-TIME NEW NQF LEVEL 7 NQF CREDITS: 120

ADMISSION REQUIREMENTS
The entry requirements for the Advanced Diploma in Property Valuation and Management are a Diploma or National Diploma with specialisation in property management or equivalent and Grade 12 Mathematics with minimum APS score of 4. Students, whom enrolled as a first year for a Diploma in the former Faculty of Economic and Financial Sciences in 2015 or later, with an APS score below 4 for Mathematics or with Grade 12 Mathematic Literacy will only be considered after completion of the Mathematics for Finance and Business 1A and 1B modules offered by the Faculty of Science at the University of Johannesburg to all first year Diploma students whom completed the Diploma in Accountancy or the Diploma in Financial Services Operations.

For students, who enrolled for the first time for a Diploma in the former Faculty of Economic and Financial Sciences before 2015 or students from another university, with an APS score below 4 for Mathematics or with Grade 12 Mathematic Literacy, will only be considered after completion of the Mathematics for Diploma students module offered by the Faculty of Science at the University of Johannesburg or equivalent.

PURPOSE
The purpose of the Advance Diploma is to prepare Diploma or National Diploma students in the field of Property Valuation and Management. It will also provide an opportunity for students to become professional property valuers after successfully completing the requirements of the South-African Council for the Property Valuers Profession (SACPVP).

CURRICULUM

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<tbody>
<tr>
<td>FIRST YEAR</td>
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3 Semester Modules 72 Credits 2 Semester Modules 48 Credits
RULES OF ACCESS
An applicant must hold an appropriate Diploma or Bachelor’s degree or equivalent qualification to NQF level 6 as determined by a Status Committee.

PURPOSE
The purpose of the Advanced Diploma in Retailing is to develop the applied and practical competencies of the graduate in the acquisition, understanding and application of retailing principles. It provides an intensive, focused and applied specialisation within the field of Retail to ensure that students have a deep and systematic understanding of current thinking, practice, theory and methodology in the field of Retail.

The Advanced Diploma Retailing is designed to empower students to gain a set of Skills, values, attitudes and knowledge to enable them to:

- contribute to the development, growth, competitiveness and sustainability of retail organisations;
- formulate, plan, strategise, execute, measure and improve retail business processes, practices, systems and solutions;
- contribute through sound research to the development of retail organisations, processes, systems and solutions;
- comply with good governance, strong ethical principles and quality performance standards when implementing, managing and improving retail business practices.

CURRICULUM

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>FIRST YEAR</td>
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<td>SEMESTER MODULES</td>
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<td>16</td>
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<td>COR21B1</td>
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### PART-TIME

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#### SEMESTER MODULES

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#### SECOND YEAR

#### SEMESTER MODULES

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### CBE.51 ADVANCED DIPLOMA IN TRANSPORTATION MANAGEMENT * (A34TMQ)

**FULL TIME/PART TIME**

**NEW NQF LEVEL 7**

**NQF CREDITS: 128**

**ADMISSION REQUIREMENTS**

The entry requirements for the Advanced Diploma in Transportation Management are a relevant three-year NQF Level 6 qualification with Logistics and Transportation as major modules. A minimum of 60% as an average for the combined third-year modules, with a minimum final average mark of 65% in each of the majors, Logistics and Transportation, is required.
Alternatively, an applicant must have completed the UJ Bridging Programme into the Advanced Diploma in Transportation Management with a minimum final average mark of 65% in each of the modules.

All applications will be subject to a selection process. The outcome of the selection process may require that an applicant complete the UJ Bridging Programme into the Advanced Diploma in Transportation Management before admission to the Advanced Diploma in Transportation Management qualification can be considered.

PURPOSE
The purpose of the Advanced Diploma in Transportation Management is to provide both theoretical knowledge and practical skills in the field of Transportation Management to prospective students who are currently middle managers, or aspire towards middle management, so that they can apply the principles of Transportation Management in their working environment.

CURRICULUM

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**SECOND YEAR – PART TIME**

**SEMESTER MODULES**

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### APHABETICAL LIST OF MODULES CODES, MODULE NAME AND PREREQUISITES FOR ADVANCED DIPLOMAS

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<td>A3FCE7X</td>
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CBE.53 BACCALAUREUS TECHNOLOGIAE (BTECH) PROGRAMMES

- Hospitality Management
- Human Resource Management
- Marketing
- Tourism Management

Additional information is obtainable from the relevant School. Preparatory study and an entrance examination may be required by the relevant School.

The BTech degree is offered full-time or part-time at the APB campus. (Subject to a minimum student intake).

CBE.54 BACCALAUREUS TECHNOLOGIAE (BUSINESS ADMINISTRATION) (404-1)

PART-TIME
NQF LEVEL: 7
NUMBER OF CREDITS: 124

RULES OF ACCESS
An applicant must hold any Diploma or National Diploma or an equivalent qualification at NQF Level 6 as determined by a Status Committee. An average of 60% will allow a potential student to apply for the BTech Programme.

PURPOSE
The purpose of the qualification is to develop the student’s applied and practical competencies in the acquisition, analysis, interpretation, understanding and application of administrative, management and strategic management principles. The student should be able to analyse and explain strategic decisions in the context of business operations, and to assess and interpret the external impact of decisions, given the holistic context of management as a practice. Students must demonstrate that they can contextualise their learning to their business environment, and describe appropriate improvements and interventions they can affect in their working environments.

CURRICULUM

<table>
<thead>
<tr>
<th>MODULE NAME</th>
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<td>3 Semester Modules</td>
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* It is recommended that students complete Financial Accounting Aspects 4 as well as Management Accounting Aspects 4 before Financial Management 4.

** It is recommended that students in Labour Relations and Law 4 complete Module 4A (Labour Law) before Module 4B (Labour Relations).

**PROMOTION REQUIREMENTS**

Students must reapply for continuation of studies if they fail to pass a cumulative total of at least:

a. 2 modules after the first year of part-time study,

b. 3 modules after the first year of full-time study.

Students must enrol for all modules failed before they may enrol for new modules.

These BTech degrees are offered full-time or part-time at the APB campus.

(Subject to a minimum student intake)

**CBE.55 BACCALAUREUS TECHNOLOGIAE (HOSPITALITY MANAGEMENT) (BT1405)**

**FULL-TIME/PART-TIME**

**NQF LEVEL: 7**

**NUMBER OF CREDITS: 120**

**RULES OF ACCESS**

An applicant must hold a Diploma or National Diploma: Hospitality Management or a Diploma or National Diploma: Food and Beverage Management, or an equivalent qualification at NQF Level 6 as determined by a Status Committee.
All applicants who comply with the requirements and have obtained an aggregate of 60% for the prescribed major modules of their Diploma or National Diploma or equivalent qualification will be considered for admission to the BTech qualification.

This qualification is offered FULL-TIME over 1 year or part-time over 2 years. It is recommended that applicants have 2 years’ relevant practical experience for part-time admission.

PURPOSE
The purpose of the qualification is to develop the student’s applied and cognitive competencies in the acquisition, interpretation, understanding and applications of hospitality management principles. The student should be able to analyse and explain strategic and operational decisions in the context of the hospitality and/or tourism industry, and to assess and interpret the external impact of decisions. The student should also be able to reflect on her/his managerial decisions and applications to assess the effect thereof in the holistic context of hospitality management. Students must have experience in the hospitality industry, in order to contextualise their learning to their working environment, and to appreciate improvements and interventions they can affect in their working environments.

CURRICULUM

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PART-TIME
SECOND YEAR
YEAR MODULES

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CBE.56  BACCALAUREUS TECHNOLOGIAE (HUMAN RESOURCES MANAGEMENT)  (611-1)
FULL-TIME/PART-TIME
NQF LEVEL: 7  NUMBER OF CREDITS: 160

RULES OF ACCESS
A potential student should be in possession of a Diploma or National Diploma or equivalent on NQF Level 6, with Human Resource Management as a major. An average of 65% will allow a potential student to apply for the BTech Programme.

PURPOSE
The purpose of the qualification is to develop the student’s applied and cognitive competencies in the acquisition, interpretation, understanding and applications of human resource management principles. The student should be able to analyse and explain strategic and operational decisions in the context of the HR function of a company, and to assess and interpret the internal and external impacts of HR decisions. The student should also be able to reflect on her/his managerial decisions and applications and to assess the effect thereof given the holistic context of HR management. Students should have experience in the HR function, in order to contextualise their learning to their working environment, and to appreciate improvements and interventions they can affect in their working environments.
### FULL-TIME

#### FIRST YEAR

#### SEMESTER MODULES

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**5 Semester modules** 80 Credits

**5 Semester modules** 80 Credits

### PART-TIME

#### FIRST YEAR

#### SEMESTER MODULES

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**PART TIME**

**SECOND YEAR**

**SEMESTER MODULES**

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**32 Credits**

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</table>

**48 Credits**

**PROMOTION REQUIREMENTS**

Students are promoted to the second year of study if they have completed all the prerequisite modules. Students must enrol for all modules failed before they may enrol for new modules.

Students must reapply for continuation of studies if they fail to pass a cumulative total of at least:

a). 1 module after the first year of part-time study,
b). 3 modules after the first year of full-time study.
CBE.57  BACCALAUREUS TECHNOLOGIAE (MARKETING)  
(BT1408)  

PART-TIME  
NQF LEVEL: 7  
NUMBER OF CREDITS: 172

RULES OF ACCESS
An applicant must hold a Diploma or National Diploma: Marketing or an equivalent qualification at NQF Level 6 as determined by a Status Committee. 
A 60% or higher mark on Marketing 3 would be mandatory, plus 60% or higher on any other major module, namely Marketing Research 3, Marketing Communications 3, Consumer Behaviour or Sales Management 3A. 
Applicants with appropriate credits on any one of the five major modules will be exempted on the particular module. Where the 60% average mark has not been achieved, at least 2 years of work experience may be considered. Applicants may be interviewed.

PURPOSE
The purpose of the qualification is to develop the student’s applied and cognitive competencies in the acquisition, interpretation, understanding and applications of marketing principles. The student should be able to analyse and explain marketing and promotion decisions in the context of a marketing operations unit or company, and to assess and interpret the external impact of decisions. The student should also be able to reflect on her/his managerial decisions and applications to assess the effect thereof in the holistic context of marketing and promotions. Students must have experience in the marketing industry, in order to contextualise their learning to their business environment, and to appreciate improvements and interventions they can affect in their working environments.

CURRICULUM

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5 Semester modules | 96 Credits | 4 Semester modules | 76 Credits
CBE.58 BACCALAUREUS TECHNOLOGIAE (TOURISM MANAGEMENT) (BT1410)

FULL-TIME/PART-TIME
NQF LEVEL: 7 NUMBER OF CREDITS: 126

RULES OF ACCESS
An applicant must hold a Diploma or National Diploma: Tourism Management or an equivalent qualification at NQF level 6 as determined by a Status Committee with an average of 60% in the third year modules. Minimum working experience of 2 years is a further recommendation.

PURPOSE
The purpose of the qualification is to develop the student’s applied and cognitive competencies in the acquisition, interpretation, understanding and applications of tourism management principles. The student should be able to analyse and explain management decisions in the context of a tourism unit or company or in the context of tourism development and to assess and interpret the external impact of decisions. The student should also be able to reflect on her/his managerial decisions and applications to assess the effect thereof in the holistic context of tourism management and development. Students should have experience in the tourism industry, in order to contextualize their learning to their business environment, and to appreciate improvements and interventions they can affect in their working environments.

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# PART-TIME

## FIRST YEAR

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### PART TIME

## SECOND YEAR

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CBE.60 EXTENDED BACHELOR OF COMMERCE DEGREE PROGRAMMES

- Accounting (B3AE7Q)
- Business Management (B34BEQ)
- Economics & Econometrics (B3NE4Q)
- Finance (B3FE7Q)

Extended BCom degrees are offered full-time at the APK campus. (Subject to a minimum student intake).

BCom extended degrees provide alternative access for applicants who do not meet the minimum requirements to enter a regular BCom programme at the University of Johannesburg.

The minimum study period for the extended programme is four years. The foundation (first) year of study comprises foundational modules (New / Old NQF level 5), whilst the remaining three years are the same as that of the corresponding regular degree programme.

African Insights (AFINSA1) is a compulsory module for all first year undergraduate students of the University of Johannesburg. Upon completing the module a student's academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. African Insights is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. The completion of this module is required to graduate.

CBE.61 BACHELOR OF COMMERCE IN ACCOUNTING (EXTENDED DEGREE) (B3AE7Q)

FOUNDATION YEAR

FULL-TIME

NEW NQF/OLD NQF LEVEL 5  NQF CREDITS: 128

NOTE: The BCom (Accounting) extended students do not follow the Chartered Accountancy (CA) stream curriculum.

PURPOSE

The Bachelor of Commerce extended degree (Accounting) is aimed at access for success in terms of their foundational provision, i.e. in providing alternative access in the fields of Accounting. Students are given foundational provision covering relevant academic Skills together with subject-related themes, required to facilitate learning in the regular modules of Bachelor of Commerce degree programmes. The combination of foundational modules enables students to develop a comprehensive perspective and effective strategies for adjusting to, and meeting the demands of, the higher education environment with the purpose of being successful in the chosen Bachelor of Commerce programme.
## CURRICULUM

### FOUNDATION YEAR

#### YEAR MODULES

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**2 Year Modules**  **32 Credits**

### SEMESTER MODULES

#### FIRST SEMESTER

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<td>MAEB0A1*</td>
<td>16</td>
</tr>
<tr>
<td>The Economic and Business Environment A</td>
<td>EBE00A1</td>
<td>16</td>
</tr>
<tr>
<td>Financial Recording, Analysis and Management A</td>
<td>FRAM0A1</td>
<td>16</td>
</tr>
</tbody>
</table>

#### SECOND SEMESTER

<table>
<thead>
<tr>
<th>MODULE NAME</th>
<th>MODULE CODE</th>
<th>NQF CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Mathematics and Applications in Economics and Business B*</td>
<td>MAEB0B1*</td>
<td>16</td>
</tr>
<tr>
<td>The Economic and Business Environment B</td>
<td>EBE00B1</td>
<td>16</td>
</tr>
<tr>
<td>Financial Recording, Analysis and Management B</td>
<td>FRAM0B1</td>
<td>16</td>
</tr>
</tbody>
</table>

**3 Semester Modules**  **48 Credits**

* MAEB0A1 and MAEB0B1 are couplet modules.

### NOTES:

(i) The 2\textsuperscript{nd}, 3\textsuperscript{rd} and 4\textsuperscript{th} years of study in the extended degree will be the same as the 1\textsuperscript{st}, 2\textsuperscript{nd} and 3\textsuperscript{rd} years of study in the relevant regular degree. Refer to CBE.70 and onwards.

### PROMOTION REQUIREMENTS AND PREREQUISITES

The promotion of extended degree students, to each subsequent academic year of an extended Bachelor of Commerce degree follows generally the same rules pertaining to students of a regular Bachelor of Commerce degree. **However, all foundational modules must be completed within 2 years of study, failing which; a student will not be permitted to proceed any further in the programme.** A student, with any
foundational module outstanding will not be allowed to enrol for 2nd year regular degree modules.

CBE.62 BACHELOR OF COMMERCE IN BUSINESS MANAGEMENT (EXTENDED DEGREE)  (B34BEQ)
FULL-TIME
NQF LEVEL: 7  NUMBER OF CREDITS: 128

FOUNDATION YEAR

PURPOSE
To provide students with a recognised qualification and to equip them with graduate level management and financial knowledge, Skills and competence in a number of fields of the management and financial sciences, that provides opportunities for continued personal and intellectual growth, gainful economic activity and rewarding contributions to society.

CURRICULUM

<table>
<thead>
<tr>
<th>FOUNDATION YEAR</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR MODULES</strong></td>
<td></td>
</tr>
<tr>
<td>MODULE NAME</td>
<td>CODE</td>
</tr>
<tr>
<td>Mastering of Academic and Professional Skills</td>
<td>APS0X00</td>
</tr>
<tr>
<td>Language for the Economic Sciences</td>
<td>LES0X00</td>
</tr>
<tr>
<td>2 Year Modules</td>
<td>32 Credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEMESTER MODULES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>MODULE NAME</td>
<td>CODE</td>
</tr>
<tr>
<td>Basic Mathematics and Applications in Economics and Business A*</td>
<td>MAEB0A1*</td>
</tr>
<tr>
<td>The Economic and Business Environment A</td>
<td>EBE00A1</td>
</tr>
<tr>
<td><strong>SECOND SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>MODULE NAME</td>
<td>CODE</td>
</tr>
<tr>
<td>Basic Mathematics and Applications in Economics and Business B*</td>
<td>MAEB0B1*</td>
</tr>
<tr>
<td>The Economic and Business Environment B</td>
<td>EBE00B1</td>
</tr>
</tbody>
</table>
PROMOTION REQUIREMENTS AND PREREQUISITES

The promotion of extended degree students, to each subsequent academic year of an extended Bachelor of Commerce degree follows generally the same rules pertaining to students of a regular Bachelor of Commerce degree.

However, all foundational modules must be completed within 2 years of study, failing which; a student will not be permitted to proceed any further in the programme. A student, with any foundational module outstanding will not be allowed to enrol for 2nd year regular degree modules.

NOTE

(i) The 2nd, 3rd and 4th years of study in the extended degree will be the same as the 1st, 2nd and 3rd years of study in the relevant regular degree. Refer to CBE.70 and onwards.

CBE.63 BACHELOR OF COMMERCE IN ECONOMICS AND ECONOMETRICS (EXTENDED DEGREE) (B3NE4Q)

FOUNDATION YEAR
FULL-TIME
NEW NQF/OLD NQF LEVEL 5 \hspace{2cm} NQF CREDITS: 128

PURPOSE
The Bachelor of Commerce extended degree (Economics and Econometrics) is aimed at access for success in terms of their foundational provision, i.e. in providing alternative access in the fields of Economics and Econometrics. Students are given foundational provision covering relevant academic Skills together with subject-related themes, required to facilitate learning in the regular modules of Bachelor of Commerce degree programmes. The combination of foundational modules enables students to develop a comprehensive perspective and effective strategies for adjusting to, and meeting the demands of, the higher education environment with the purpose of being successful in the chosen Bachelor of Commerce programme.

CURRICULUM

<table>
<thead>
<tr>
<th>Financial Recording, Analysis and Management A</th>
<th>FRAM0A1</th>
<th>16</th>
<th>Financial Recording, Analysis and Management B</th>
<th>FRAM0B1</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Semester Modules</td>
<td>48 Credits</td>
<td>3 Semester Modules</td>
<td>48 Credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* MAEB0A1 and MAEB0B1 are couplet modules.
### MODULE NAME | MODULE CODE | NQF CREDITS
--- | --- | ---
Mastering of Academic and Professional Skills | APS0X00 | 16
Language for the Economic Sciences | LES0X00 | 16

**2 Year Modules** | **32 Credits**

### SEMESTER MODULES

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE NAME</strong></td>
<td><strong>MODULE CODE</strong></td>
</tr>
<tr>
<td>Basic Mathematics and Applications in Economics and Business A*</td>
<td>MAEB0A1*</td>
</tr>
<tr>
<td>The Economic and Business Environment A</td>
<td>EBE00A1</td>
</tr>
<tr>
<td>Financial Recording, Analysis and Management A</td>
<td>FRAM0A1</td>
</tr>
<tr>
<td>3 Semester Modules</td>
<td>48 Credits</td>
</tr>
</tbody>
</table>

*MAEB0A1 and MAEB0B1 are couplet modules.*

**NOTES:**
(i) The 2\textsuperscript{nd}, 3\textsuperscript{rd}, and 4\textsuperscript{th} years of study in the extended degree will be the same as the 1\textsuperscript{st}, 2\textsuperscript{nd}, and 3\textsuperscript{rd} years of study in the relevant regular degree. Refer to CBE.70 and onwards.

**PROMOTION REQUIREMENTS AND PREREQUISITES**

The promotion of extended degree students, to each subsequent academic year of an extended Bachelor of Commerce degree follows generally the same rules pertaining to students of a regular Bachelor of Commerce degree. However, **all foundational modules must be completed within 2 years of study, failing which; a student will not be permitted to proceed any further in the programme**. A student, with any foundational module outstanding will not be allowed to enrol for 2\textsuperscript{nd} year regular degree modules.
FOUNDATION YEAR

PURPOSE

The two Bachelor of Commerce extended degrees (in Business Management and Finance) are aimed at access for success in terms of their foundational provision, i.e. in providing alternative access in the fields of Business Management and Finance. Students are given foundational provision covering relevant academic Skills together with subject-related themes, required to facilitate learning in the regular modules of Bachelor of Commerce degree programmes. The combination of foundational modules enables students to develop a comprehensive perspective and effective strategies for adjusting to, and meeting the demands of, the higher education environment with the aim of being successful in the chosen Bachelor of Commerce programme.

CURRICULUM

FOUNDATION YEAR

YEAR MODULES

<table>
<thead>
<tr>
<th>MODULE NAME</th>
<th>MODULE CODE</th>
<th>NQF CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mastering of Academic and Professional Skills</td>
<td>APS0X00</td>
<td>16</td>
</tr>
<tr>
<td>Language for the Economic Sciences</td>
<td>LES0X00</td>
<td>16</td>
</tr>
</tbody>
</table>

2 Year Modules 32 Credits

SEMESTER MODULES

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE NAME</td>
<td>MODULE CODE</td>
</tr>
<tr>
<td>Basic Mathematics and Applications in Economics and Business A*</td>
<td>MAEB0A1*</td>
</tr>
<tr>
<td>The Economic and Business Environment A</td>
<td>EBE00A1</td>
</tr>
<tr>
<td>Financial Recording, Analysis and Management A</td>
<td>FRAM0A1</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>3 Semester Modules</td>
<td>48 Credits</td>
</tr>
</tbody>
</table>

* MAEB0A1 and MAEB0B1 are couplet modules.

**NOTE**

(i) The 2nd, 3rd and 4th years of study in the extended degree will be the same as the 1st, 2nd and 3rd years of study in the relevant regular degree. (Refer to CBE.70 and onwards).

**PROMOTION REQUIREMENTS AND PREREQUISITES**

The promotion of extended degree students, to each subsequent academic year of an extended Bachelor of Commerce degree follows generally the same rules pertaining to students of a regular Bachelor of Commerce degree. However, all foundational modules must be completed within 2 years of study, failing which; a student will not be permitted to proceed any further in the programme. A student, with any foundational module outstanding will not be allowed to enrol for 2nd year regular degree modules.
### CBE.65 ALPHABETICAL LIST OF MODULE CODES, MODULE NAME AND PREREQUISITES FOR THE FOUNDATION YEAR OF THE EXTENDED BACHELOR OF COMMERCE DEGREES

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
<th>PREREQUISITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAEB0A1</td>
<td>Basic Mathematics and Applications in Economics and Business A</td>
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</tr>
<tr>
<td>MAEB0B1</td>
<td>Basic Mathematics and Applications in Economics and Business B</td>
<td>MAEB0A1 = 40%</td>
</tr>
<tr>
<td>FRAM0A1</td>
<td>Financial Recording, Analysis and Management A</td>
<td></td>
</tr>
<tr>
<td>FRAM0B1</td>
<td>Financial Recording, Analysis and Management B</td>
<td></td>
</tr>
<tr>
<td>LES0X00</td>
<td>Language for the Economic Sciences</td>
<td></td>
</tr>
<tr>
<td>APS0X00</td>
<td>Mastering of Academic and Professional Skills</td>
<td></td>
</tr>
<tr>
<td>EBE00A1</td>
<td>The Economic and Business Environment A</td>
<td></td>
</tr>
<tr>
<td>EBE00B1</td>
<td>The Economic and Business Environment B</td>
<td></td>
</tr>
</tbody>
</table>

### CBE.66 ALPHABETICAL LIST OF MODULE CODES, MODULE NAME AND PREREQUISITES OF THE FOUNDATION YEAR TO CONTINUE WITH THE SECOND YEAR OF STUDY

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
<th>PREREQUISITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC0AA1 or REK0A01</td>
<td>Accounting A</td>
<td>FRAM0A1</td>
</tr>
<tr>
<td>ACC0BB1 or REK0B01</td>
<td>Accounting B</td>
<td>FRAM0A1</td>
</tr>
<tr>
<td>ACC01A1 or REK1A01</td>
<td>Accounting 1A</td>
<td>FRAM0A1</td>
</tr>
<tr>
<td>ACC01B1 or REK1B01</td>
<td>Accounting 1B</td>
<td>FRAM0A1</td>
</tr>
<tr>
<td>BMA11A1</td>
<td>Business Management 1A</td>
<td>EBE00B1</td>
</tr>
<tr>
<td>BMA21B1</td>
<td>Business Management 1B</td>
<td>EBE00B1</td>
</tr>
<tr>
<td>Course Code</td>
<td>Subject</td>
<td>Code</td>
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<tr>
<td>----------------------</td>
<td>----------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>ECO01A1 or EKN1A01</td>
<td>Economics 1A</td>
<td>EBE00A1</td>
</tr>
<tr>
<td>ECO01B1 or EKN1B01</td>
<td>Economics 1B</td>
<td>EBE00A1</td>
</tr>
<tr>
<td>FNM1B01</td>
<td>Financial Management 1B</td>
<td>FRAM0B1</td>
</tr>
<tr>
<td>MAA00A1 or MAT00A1</td>
<td>Introductory Mathematical Analysis A</td>
<td>MAEB0A1, MAEB0B1</td>
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</tbody>
</table>
CBE.67  BACHELOR OF ARTS (BA) DEGREE PROGRAMMES

- Public Management and Governance (Kingsway Campus)
- Public Management and Governance (Soweto Campus)

CBE.68  BA (PUBLIC MANAGEMENT AND GOVERNANCE)  
(B34PKQ)

FULL-TIME Auckland Park, Kingsway Campus (APK)
NQF LEVEL: 7 NUMBER OF CREDITS: 336/360/384/388/396 ****

PURPOSE
Public organisations, like private sector businesses, need management to move from idea to implementation. The influence of private sector management practice and technique in the public arena in recent years is indisputable. The question is, however, whether or not the transfer of private sector approach into the more complex governance context, which upholds a distinct values framework, is appropriate in all circumstances. Globalisation also has the effect that national boundaries in relation to governance has become extremely porous and increasingly a demand is being made on those employed in the public domain to be able to understand and operate in a regional and international context. This qualification will allow students to acquire the necessary subject knowledge, normative basis and language ability to do just that. The primary purpose of this qualification is to provide qualifying students with: substantive, theoretical and intellectual knowledge, cognitive and research Skills such as critical reasoning, data mining and processing, problem solving, interpretation, analytical and evaluative Skills; communication Skills and a normative basis in line with internationally accepted dimensions of “good governance”. It is also a purpose of this module to equip students to operate in an environment where the traditional boundaries between the public sector and the community or third sector are rapidly disappearing. These bodies of knowledge and Skills base are aimed at equipping students to operate close to decision-makers and support them by making available and processing information to enable them to function in the highly complex and dynamic public arena where state, market and society interact in the shaping of society.

CURRICULUM
*** Students wishing to continue with Business Management at the second and third year level need to have an APS score of at least 4 in Mathematics. Students with Mathematical Literacy will be required to register for Business Studies 2 and 3.

The curriculum for the BA (Public Management and Governance) (APK) programme with a general management focus consists of 24 semester modules compiled as follows:

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER MODULES</td>
</tr>
<tr>
<td>FIRST SEMESTER</td>
</tr>
<tr>
<td>MODULE NAME</td>
</tr>
<tr>
<td>English 1C</td>
</tr>
<tr>
<td>Module Name</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Public Management and Governance 1A</td>
</tr>
<tr>
<td><strong>Electives: Choose TWO of the following</strong></td>
</tr>
<tr>
<td>Business Management 1A</td>
</tr>
<tr>
<td>Information Management 1A</td>
</tr>
<tr>
<td>Human Resource Management 1A</td>
</tr>
<tr>
<td>Politics 1A</td>
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</table>

**SECOND YEAR**

**SEMMESTER MODULES**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE NAME</strong></td>
<td><strong>MODULE CODE</strong></td>
</tr>
<tr>
<td>Public Management and Governance 2A</td>
<td>PMG2AA2</td>
</tr>
<tr>
<td><strong>Electives: Choose TWO of the following</strong></td>
<td></td>
</tr>
<tr>
<td>Business Management 2A or Business Studies 2A</td>
<td>BMA12A2</td>
</tr>
<tr>
<td>Information Management 2A</td>
<td>IMA12A2</td>
</tr>
<tr>
<td>Politics 2A</td>
<td>POL2AA2</td>
</tr>
</tbody>
</table>
### THIRD YEAR

#### SEMESTER MODULES

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module Name</strong></td>
<td><strong>Module Code</strong></td>
</tr>
<tr>
<td>Public Management and Governance 3A</td>
<td>PMG3AA3</td>
</tr>
<tr>
<td>Public Management and Governance 3C</td>
<td>PMG3C13</td>
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</table>

### Electives: Choose ONE of the following

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Module Code</th>
<th>NQF Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management 3A or Business Studies 3A</td>
<td>BMA13A3</td>
<td>16</td>
</tr>
<tr>
<td>or</td>
<td>BMX13A3</td>
<td>16</td>
</tr>
<tr>
<td>Information Management 3A</td>
<td>IMA13A3</td>
<td>16</td>
</tr>
<tr>
<td>Human Resource Management 3A</td>
<td>HRM3AA1</td>
<td>12</td>
</tr>
<tr>
<td>Politics 3A</td>
<td>POL3AA3</td>
<td>22</td>
</tr>
</tbody>
</table>

**Electives**: Choose ONE of the following

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Module Code</th>
<th>NQF Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management 3B or Business Studies 3B</td>
<td>BMA23B3</td>
<td>16</td>
</tr>
<tr>
<td>or</td>
<td>BMX23B3</td>
<td>16</td>
</tr>
<tr>
<td>Information Management 3B</td>
<td>IMA23B3</td>
<td>16</td>
</tr>
<tr>
<td>Human Resource Management 3B</td>
<td>HRM3BB2</td>
<td>12</td>
</tr>
<tr>
<td>Politics 3B</td>
<td>POL3BB3</td>
<td>22</td>
</tr>
</tbody>
</table>
Electives: Choose **ONE** of the following  

<table>
<thead>
<tr>
<th>Electives: Choose <strong>ONE</strong> of the following</th>
<th>Electives: Choose <strong>ONE</strong> of the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management 2A or Business Studies 2A</td>
<td>BMA12A2</td>
</tr>
<tr>
<td></td>
<td>BMX12A2</td>
</tr>
<tr>
<td>Information Management 2A</td>
<td>IMA12A2</td>
</tr>
<tr>
<td>Politics 2A</td>
<td>POL2AA2</td>
</tr>
<tr>
<td><strong>4 Semester Modules</strong></td>
<td>60, 64, 66 or 70 Credits*</td>
</tr>
</tbody>
</table>

**** Credits will vary depending on electives chosen.

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**CBE.69 BA (PUBLIC MANAGEMENT AND GOVERNANCE)**  
**(B34PSQ)**

**FULL-TIME**  
**SOWETO CAMPUS (SWC)**

**NQF LEVEL: 7**  
**NUMBER OF CREDITS: 364/380/400/408/420****

**PURPOSE**

The purpose of this qualification is to provide qualifying students with intellectual and theoretical knowledge as well as with practical, workplace-related Skills such as critical reasoning, data mining and processing, problem solving, interpretation, analytical and evaluative Skills, communication Skills, in order to equip students to operate in an environment where the traditional boundaries between the public sector, the voluntary and private sectors are rapidly converging and even in some cases disappearing. It will enable students to develop the necessary knowledge and Skills to be effective leaders and managers, at all governmental levels, in order to produce the most optimal results in the highly complex and dynamic arena where state, market and society interact at community level to provide a better life for all.

*If Economics 1A and 1B is chosen as elective modules then Grade 12 mathematics with a minimum APS of 3 is required.

**CURRICULUM**

The curriculum for the BA (Public Management and Governance) (SWC) programme with a public leadership and local governance focus consists of 24 semester modules compiled as follows:
# FIRST YEAR

## SEMESTER MODULES

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE NAME</td>
<td>MODULE CODE</td>
</tr>
<tr>
<td>English 1C</td>
<td>ENG0CA1</td>
</tr>
<tr>
<td>Public Leadership and Local Governance 1A (blended learning)</td>
<td>PLG1AA1</td>
</tr>
<tr>
<td>Public Management and Governance 1A</td>
<td>PMG1AA1</td>
</tr>
<tr>
<td><strong>Electives: Choose TWO of the following</strong></td>
<td></td>
</tr>
<tr>
<td>Economics 1A (not offered in 2019)</td>
<td>ECO01A1</td>
</tr>
<tr>
<td>Human Resource Management 1A</td>
<td>HRM1AA1</td>
</tr>
<tr>
<td>Information Management 1A</td>
<td>IMA11A1</td>
</tr>
<tr>
<td>Politics 1A</td>
<td>POL1AA1</td>
</tr>
<tr>
<td><strong>5 Semester Modules</strong></td>
<td><strong>72, 76 or 80 Credits</strong></td>
</tr>
<tr>
<td>Public Management and Governance 2A</td>
<td>PMG2AA2</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------</td>
</tr>
</tbody>
</table>

**Electives: Choose TWO of the following**

<table>
<thead>
<tr>
<th>Economics 2A (not offered in 2019)</th>
<th>ECO2AA2</th>
<th>16</th>
<th>Economics 2B (not offered in 2019)</th>
<th>ECO2BB2</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Management 2A</td>
<td>IMA12A2</td>
<td>16</td>
<td>Information Management 2B</td>
<td>IMA22B2</td>
<td>16</td>
</tr>
<tr>
<td>Politics 2A</td>
<td>POL2AA2</td>
<td>16</td>
<td>Politics 2B</td>
<td>POL2BB2</td>
<td>16</td>
</tr>
</tbody>
</table>

| Electives: Choose TWO of the following |

<table>
<thead>
<tr>
<th>Economics 3A (not offered in 2019)</th>
<th>ECO3AA3</th>
<th>16</th>
<th>Economics 3B (not offered in 2019)</th>
<th>ECO3BB3</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resource Management 3A</td>
<td>HRM3AA1</td>
<td>12</td>
<td>Human Resource Management 3B</td>
<td>HRM3BB1</td>
<td>12</td>
</tr>
<tr>
<td>Information Management 3A</td>
<td>IMA13A3</td>
<td>16</td>
<td>Information Management 3B</td>
<td>IMA23B3</td>
<td>16</td>
</tr>
</tbody>
</table>

| 4 Semester Modules | 60 or 64 Credits | 4 Semester Modules | 60 or 64 Credits |

---

**THIRD YEAR**

**SEMESTER MODULES**

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE NAME</td>
<td>MODULE CODE</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Public Leadership and Local Governance 3A (blended learning)</td>
<td>PLG3AA1</td>
</tr>
<tr>
<td>Public Management and Governance 3A</td>
<td>PMG3AA3</td>
</tr>
<tr>
<td>Electives: Choose ONE of the following</td>
<td>Electives: Choose ONE of the following</td>
</tr>
<tr>
<td>Economics 3A (not offered in 2019)</td>
<td>ECO3AA3</td>
</tr>
<tr>
<td>Human Resource Management 3A</td>
<td>HRM3AA1</td>
</tr>
<tr>
<td>Information Management 3A</td>
<td>IMA13A3</td>
</tr>
<tr>
<td>Politics 3A</td>
<td>POL3AA3</td>
</tr>
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<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td>3 Semester Modules</td>
<td>50, 54 or 60 Credits*</td>
</tr>
</tbody>
</table>

**** Credits will vary depending on electives chosen
CBE.70 BACHELOR OF COMMERCE BCom DEGREE PROGRAMMES

- Accounting
- Business Management*
- Economics and Econometrics
- Entrepreneurial Management
- Finance
- Industrial Psychology
- Information Management
- Information Systems**
- Logistics Management
- Marketing Management

These BCom degrees are offered full-time at the APK campus.
BCom degrees marked with * are offered at the SWC campus.
BCom degrees marked with ** are offered at the APB campus.
(Subject to a minimum student intake).

African Insights (AFINSA1) is a compulsory module for all first year undergraduate students of the University of Johannesburg. Upon completing the module a student's academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. African Insights is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. The completion of this module is required to graduate.

CBE.71 BACHELOR OF COMMERCE IN ACCOUNTING (B3A17Q) PROFESSIONAL ACCOUNTANCY STREAM FULL-TIME

NEW NQF LEVEL 7/OLD NQF LEVEL 6 NQF CREDITS: 376

PURPOSE
The purpose of this qualification is to provide students with a comprehensive knowledge base for identifying, analysing, evaluating and solving problems in the following underlying core modules: accounting; auditing; taxation and financial management.

Students should be able to reflect on their decisions and applications in these fields to assess the effect thereof in the holistic context of accounting as a practice.

The curriculum below allows admission to the Postgraduate Diploma in Accounting and to the BComHons (Accounting or Internal Auditing or Taxation) programme. It is recommended for students who want to specialise in Accounting, Internal Auditing or Taxation.
## CURRICULUM

### FIRST YEAR

#### SEMESTER MODULES

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE NAME</strong></td>
<td><strong>MODULE CODE</strong></td>
</tr>
<tr>
<td>Accounting 1A</td>
<td>ACC01A1</td>
</tr>
<tr>
<td>Business Management 1A</td>
<td>BMA11A1</td>
</tr>
<tr>
<td>Commercial Law 1A</td>
<td>COL41A1</td>
</tr>
<tr>
<td>Economics 1A</td>
<td>ECO01A1</td>
</tr>
<tr>
<td>Introductory Mathematical Analysis A</td>
<td>MAA00A1</td>
</tr>
</tbody>
</table>

| 5 Semester Modules | 64 Credits | 5 Semester Modules | 64 Credits |

### SECOND YEAR

#### SEMESTER MODULES

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE NAME</strong></td>
<td><strong>MODULE CODE</strong></td>
</tr>
<tr>
<td>Accounting 2A</td>
<td>ACT02A2</td>
</tr>
<tr>
<td>Governance and Control 2A</td>
<td>GAC02A2</td>
</tr>
<tr>
<td>Management Accounting Strategy 2A</td>
<td>MAS02A2</td>
</tr>
<tr>
<td>Financial Management 2A</td>
<td>FNM22A2</td>
</tr>
<tr>
<td>Taxation 2A</td>
<td>TAX02A2</td>
</tr>
</tbody>
</table>
Students are allowed to write a 'Recognition of prior learning (RPL)' assessment for Business Information Systems 2A (BIS22A2). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for BIS22A2 and will therefore be granted a credit for the module. If a student wishes to write the RPL assessment, (s)he needs to register for both BIS22A2 (the academic module) as well as for BIS21A2 (the RPL assessment). On passing the RPL assessment (BIS21A2) the student will be granted a credit for BIS22A2. If a student fails the RPL exam (BIS21A2) (s)he will be remain registered for BIS22A2. No fee is attached to the RPL assessment (BIS21A2). If a student passes the RPL assessment (s)he will be exempted from the module BIS22A2. Also note that a fail on the RPL exam (BIS21A2) will be reflected as such on the student’s academic transcript.

<table>
<thead>
<tr>
<th>THIRD YEAR</th>
<th>YEAR MODULES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MODULE NAME</td>
</tr>
<tr>
<td></td>
<td>Accounting 3AB</td>
</tr>
<tr>
<td></td>
<td>Governance and Control 3AB</td>
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<table>
<thead>
<tr>
<th>SEMESTER MODULES</th>
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</thead>
<tbody>
<tr>
<td>FIRST SEMESTER</td>
</tr>
<tr>
<td>MODULE NAME</td>
</tr>
<tr>
<td>Cost and Management Accounting 3A</td>
</tr>
<tr>
<td>Taxation 3A</td>
</tr>
</tbody>
</table>

| 2 Year Modules & 4 Semester Modules | 128 Credits |

CBE.72 BCOM (BUSINESS MANAGEMENT)* (B34BMQ)
FULL-TIME
NQF LEVEL: 7
NUMBER OF CREDITS: 390/304 ****

PURPOSE
To provide students with a recognised qualification and to equip them with graduate level managements and financial knowledge, Skills and competence in a number of fields of the management and financial sciences, that provides opportunities for continued personal and intellectual growth, gainful economic activity and rewarding contributions to society.
<table>
<thead>
<tr>
<th>Module Name</th>
<th>Module Code</th>
<th>NQF Credits</th>
<th>Module Name</th>
<th>Module Code</th>
<th>NQF Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 1A</td>
<td>ACC01A1</td>
<td>12</td>
<td>Accounting 1B</td>
<td>ACC01B1</td>
<td>12</td>
</tr>
<tr>
<td>Analytical Techniques 1A</td>
<td>ATE01A1</td>
<td>15</td>
<td>Analytical Techniques 1B</td>
<td>ATE01B1</td>
<td>15</td>
</tr>
<tr>
<td>Business Management 1A</td>
<td>BMA11A1</td>
<td>12</td>
<td>Business Management 1B</td>
<td>BMA21B1</td>
<td>12</td>
</tr>
<tr>
<td>Economics 1A</td>
<td>ECO01A1</td>
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<td>Economics 1B</td>
<td>ECO01B1</td>
<td>12</td>
</tr>
<tr>
<td>Human Resource Management 1A</td>
<td>HRM1AA1</td>
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<td>Human Resource Management 1B</td>
<td>HRM1BB1</td>
<td>12</td>
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<td></td>
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<td></td>
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<td><strong>63 Credits</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Module Code</th>
<th>NQF Credits</th>
<th>Module Name</th>
<th>Module Code</th>
<th>NQF Credits</th>
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</thead>
<tbody>
<tr>
<td>Accounting 2A</td>
<td>ACT02A2</td>
<td>12</td>
<td>Accounting 2B</td>
<td>ACT02B2</td>
<td>12</td>
</tr>
<tr>
<td>Business Management 2A</td>
<td>BMA12A2</td>
<td>16</td>
<td>Business Management 2B</td>
<td>BMA22B2</td>
<td>16</td>
</tr>
<tr>
<td>Commercial Law 1A</td>
<td>COL41A1</td>
<td>16</td>
<td>Commercial Law 1B</td>
<td>COL41B1</td>
<td>16</td>
</tr>
<tr>
<td>Entrepreneurship 2A</td>
<td>ETS12A2</td>
<td>16</td>
<td>Entrepreneurship 2B</td>
<td>ETS22B2</td>
<td>16</td>
</tr>
<tr>
<td>Electives – choose <strong>ONE</strong> of the following</td>
<td></td>
<td></td>
<td>Electives – choose <strong>ONE</strong> of the following</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics 2A</td>
<td>ECO2AA2</td>
<td>16</td>
<td>Economics 2B</td>
<td>ECO2BB2</td>
<td>16</td>
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<td><strong>5 Semester modules</strong></td>
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<td><strong>72 or 76 Credits</strong></td>
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</tbody>
</table>
### CBE.73 BACHELOR OF COMMERCE IN ECONOMICS AND ECONOMETRICS (B3N14Q)

**Purpose**
The purpose of this qualification is to equip students with the necessary theoretical and quantitative economic and econometric knowledge and skills in order to effectively perform their duties as economists/econometricians in the private and public sectors of the economy.

**Curriculum**

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEMESTER MODULES</strong></td>
</tr>
<tr>
<td><strong>FIRST SEMESTER</strong></td>
</tr>
<tr>
<td><strong>MODULE NAME</strong></td>
</tr>
<tr>
<td>Introductory Mathematical Analysis A</td>
</tr>
<tr>
<td>Module Name</td>
</tr>
<tr>
<td>------------------------------</td>
</tr>
<tr>
<td>Commercial Law 1A</td>
</tr>
<tr>
<td>Economics 1A</td>
</tr>
<tr>
<td>Electives - choose ONE of the following</td>
</tr>
<tr>
<td>Accounting 1A</td>
</tr>
<tr>
<td>Accounting A</td>
</tr>
<tr>
<td>Electives - choose ONE of the following</td>
</tr>
<tr>
<td>Business Management 1A</td>
</tr>
<tr>
<td>Marketing Management 1A</td>
</tr>
</tbody>
</table>

| 5 Semester Modules           | 64 Credits | 5 Semester Modules | 64 Credits |

SECOND YEAR

SEASONAL MODULES

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Module Code</th>
<th>NQF CREDITS</th>
<th>Module Name</th>
<th>Module Code</th>
<th>NQF CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econometrics 2A</td>
<td>ECM02A2</td>
<td>16</td>
<td>Econometrics 2B</td>
<td>ECM02B2</td>
<td>16</td>
</tr>
<tr>
<td>Economics 2A</td>
<td>ECO2AA2</td>
<td>16</td>
<td>Economics 2B</td>
<td>ECO2BB2</td>
<td>16</td>
</tr>
<tr>
<td>Economics 2C</td>
<td>ECO2CA2</td>
<td>16</td>
<td>Economics 2D</td>
<td>ECO2DB2</td>
<td>16</td>
</tr>
<tr>
<td>Economics 2F</td>
<td>ECO2FA2</td>
<td>16</td>
<td>Economics 2E</td>
<td>ECO2EB2</td>
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<tr>
<td>Electives - choose ONE of the following**</td>
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<td></td>
<td>Electives - choose ONE of the following**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Management 2A</td>
<td>BMA12A2</td>
<td>16</td>
<td>Business Management 2B</td>
<td>BMA22B2</td>
<td>16</td>
</tr>
<tr>
<td>Investment Management 2A</td>
<td>IVM02A2</td>
<td>16</td>
<td>Investment Management 2B</td>
<td>IVM02B2</td>
<td>16</td>
</tr>
<tr>
<td>Quantitative Economics 2A**</td>
<td>QTE2AA2</td>
<td>16</td>
<td>Quantitative Economics 2B**</td>
<td>QTE2BB2</td>
<td>16</td>
</tr>
</tbody>
</table>

| 5 Semester Modules           | 78 or 80 Credits * | 5 Semester Modules | 78 or 80 Credits * |
**Credits will vary depending on electives chosen.**

** Students that want to specialise in Postgraduate Econometrics must choose Quantitative Economics 2A (QTE2AA2) and Quantitative Economics 2B (QTE2BB2).

### THIRD YEAR

#### SEMESTER MODULES

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE NAME</strong></td>
<td><strong>MODULE CODE</strong></td>
</tr>
<tr>
<td>Econometrics 3A</td>
<td>ECM03A3</td>
</tr>
<tr>
<td>Economics 3A</td>
<td>ECO3AA3</td>
</tr>
<tr>
<td>Economics 3C</td>
<td>ECO3CA3</td>
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** Electives - choose ONE of the following***

<table>
<thead>
<tr>
<th><strong>MODULE NAME</strong></th>
<th><strong>MODULE CODE</strong></th>
<th><strong>NQF CREDITS</strong></th>
<th><strong>MODULE NAME</strong></th>
<th><strong>MODULE CODE</strong></th>
<th><strong>NQF CREDITS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management 3A</td>
<td>BMA13A3</td>
<td>16</td>
<td>Business Management 3B</td>
<td>BMA23B3</td>
<td>16</td>
</tr>
<tr>
<td>Investment Management 3A</td>
<td>IVM03A3</td>
<td>16</td>
<td>Investment Management 3B</td>
<td>IVM03B3</td>
<td>16</td>
</tr>
<tr>
<td>Marketing Management 3A</td>
<td>MMA13A3</td>
<td>16</td>
<td>Marketing Management 3B</td>
<td>MMA23B3</td>
<td>16</td>
</tr>
<tr>
<td>Quantitative Economics 3A***</td>
<td>QTE3AA3</td>
<td>16</td>
<td>Quantitative Economics 3B***</td>
<td>QTE3BB3</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4 Semester Modules</th>
<th>64 Credits</th>
<th>4 Semester Modules</th>
<th>64 Credits</th>
</tr>
</thead>
</table>

*** Students that want to specialise in postgraduate Econometrics must choose Quantitative Economics 3A (QTE3AA3) and Quantitative Economics 3B (QTE3BB3).

### CBE.74 BCOM (ENTREPRENEURIAL MANAGEMENT) (B1CEMQ)

**FULL-TIME**

**NQF LEVEL: 7**

**NUMBER OF CREDITS: 407**

**PURPOSE**

The purpose of this qualification is to provide qualifying students with intellectual competencies and practical skills in the acquisition, analysis, interpretation and application of underlying theories models and approaches to entrepreneurship to be applied in an existing organisation and or in new venture creation with the aim to grow. Students should be able to reflect on the economic realities in the Small, Medium and Micro Enterprises (SMME’s) as well as in the bigger organisations, and obtain applied competence in entrepreneurship. The qualification is intended to develop the student for a career as an entrepreneurial person that either starts a new business or is employed in a corporate or SMME. It also provides specific scientific based knowledge to students in preparation for further study programmes.
<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEMESTER MODULES</strong></td>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>SECOND SEMESTER</strong></td>
</tr>
<tr>
<td><strong>MODULE NAME</strong></td>
<td><strong>MODULE CODE</strong></td>
<td><strong>NQF CREDITS</strong></td>
</tr>
<tr>
<td>Accounting 1A</td>
<td>ACC01A1</td>
<td>12</td>
</tr>
<tr>
<td>Analytical Techniques 1A</td>
<td>ATE01A1</td>
<td>15</td>
</tr>
<tr>
<td>Business Management 1A</td>
<td>BMA11A1</td>
<td>12</td>
</tr>
<tr>
<td>Economics 1A</td>
<td>ECO01A1</td>
<td>12</td>
</tr>
<tr>
<td>Marketing Management 1A</td>
<td>MMA11A1</td>
<td>12</td>
</tr>
<tr>
<td><strong>5 Semester modules</strong></td>
<td><strong>63 Credits</strong></td>
<td><strong>5 Semester modules</strong></td>
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</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEMESTER MODULES</strong></td>
<td><strong>FIRST SEMESTER</strong></td>
<td><strong>SECOND SEMESTER</strong></td>
</tr>
<tr>
<td><strong>MODULE NAME</strong></td>
<td><strong>MODULE CODE</strong></td>
<td><strong>NQF CREDITS</strong></td>
</tr>
<tr>
<td>Business Management 2A</td>
<td>BMA12A2</td>
<td>16</td>
</tr>
<tr>
<td>Entrepreneurship 2A</td>
<td>ETS12A2</td>
<td>16</td>
</tr>
<tr>
<td>Financial Management 2A</td>
<td>FNM02A2</td>
<td>16</td>
</tr>
<tr>
<td>Commercial Law 1A</td>
<td>COL41A1</td>
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<tr>
<td><strong>5 Semester modules</strong></td>
<td><strong>78 Credits</strong></td>
<td><strong>5 Semester modules</strong></td>
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</tbody>
</table>
THIRD YEAR

SEMIESTER MODULES

FIRST YEAR

<table>
<thead>
<tr>
<th>SEMESTER MODULES</th>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE NAME</td>
<td>MODULE CODE</td>
<td>NQF CREDITS</td>
</tr>
<tr>
<td>Business Management 3A</td>
<td>BMA13A3</td>
<td>16</td>
</tr>
<tr>
<td>Entrepreneurship 3A</td>
<td>ETS13A3</td>
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<tr>
<td>Financial Management 3A</td>
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<td>Marketing Management 3A</td>
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<tr>
<td>4 Semester modules</td>
<td>64 Credits</td>
<td>4 Semester modules</td>
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</tbody>
</table>

CBE.75 BACHELOR OF COMMERCE IN FINANCE (B3F17Q)

FULL-TIME

NEW NQF LEVEL 7/OLD NQF LEVEL 6

NQF CREDITS: 396

PURPOSE

The purpose of this qualification is to provide students with applied competencies in the mastering, analysis, interpretation and application of financial management, investment management, financial planning and accounting principles in preparation for a career in the financial management, investment management, financial planning and accounting fields as well as to provide a basis for further learning. The students should be able to reflect on their financial management, investment management, financial planning and accounting decisions and applications to assess the effect thereof in the holistic context of finance as a practice.

CURRICULUM

FIRST YEAR

<table>
<thead>
<tr>
<th>SEMESTER MODULES</th>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE NAME</td>
<td>MODULE CODE</td>
<td>NQF CREDITS</td>
</tr>
<tr>
<td>Accounting 1A</td>
<td>ACC01A1</td>
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<td>Business Management 1A</td>
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<td>MODULE NAME</td>
<td>MODULE CODE</td>
<td>NQF CREDITS</td>
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<tr>
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</tr>
<tr>
<td>Accounting 2A</td>
<td>ACT02A2</td>
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</tr>
<tr>
<td>Business Information Systems 2A**</td>
<td>BIS22A2*</td>
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<tr>
<td>Investment Management 2A</td>
<td>IVM02A2</td>
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<tr>
<td>Taxation Planning 2A</td>
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<tr>
<td>Electives - choose <strong>ONE</strong> of the following</td>
<td>Electives - choose <strong>ONE</strong> of the following</td>
<td></td>
</tr>
<tr>
<td>Economics 2A</td>
<td>ECO2AA2</td>
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</tr>
<tr>
<td>Property Valuation and Management 2A</td>
<td>PVM02A2</td>
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</tr>
<tr>
<td><strong>5 Semester Modules</strong></td>
<td><strong>68 Credits</strong></td>
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</tbody>
</table>

** Students are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for Business Information Systems 2A (BIS22A2). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for BIS22A2 and will therefore be granted a credit for the module.

If a student wishes to write the RPL assessment, (s)he needs to register for both BIS22A2 (the academic module) as well as for BIS21A2 (the RPL assessment). On passing the RPL assessment (BIS21A2) the student will be granted a credit for BIS22A2. If a student fails the RPL exam (BIS21A2) (s)he will be remain registered for BIS22A2. No fee is attached to the RPL assessment (BIS21A2). If a student passes the RPL assessment (s)he will be exempted from the module BIS2AA2. Also note that a fail on the RPL exam (BIS21A2) will be reflected as such on the student’s academic transcript.
### THIRD YEAR

#### SEMESTER MODULES

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE NAME</strong></td>
<td><strong>MODULE NAME</strong></td>
</tr>
<tr>
<td>Cost and Management Accounting 3A***</td>
<td>Financial Management 3B***</td>
</tr>
<tr>
<td>Financial Planning 3A</td>
<td>Financial Planning 3B</td>
</tr>
<tr>
<td>Investment Management 3A</td>
<td>Investment Management 3B</td>
</tr>
</tbody>
</table>

**Electives - choose ONE of the following**

<table>
<thead>
<tr>
<th><strong>MODULE NAME</strong></th>
<th><strong>MODULE CODE</strong></th>
<th><strong>NQF</strong></th>
<th><strong>CREDITS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Valuation and Management 3A****</td>
<td>PVM03A3</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Accounting 3AB***</td>
<td>ACC3AB0</td>
<td></td>
<td>32</td>
</tr>
</tbody>
</table>

**8 Semester Modules**

Or 6 Semester Modules and 1 Year Module

<table>
<thead>
<tr>
<th><strong>CREDITS</strong></th>
<th><strong>NQF</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>128 Credits</td>
<td></td>
</tr>
</tbody>
</table>

*** Accounting 3AB, Cost and Management Accounting 3A and Financial Management 3B are prerequisites for the Postgraduate Diploma in Financial Management and the Bachelor of Commerce Honours in Financial Management.

**** Property Valuation and Management 3A and 3B are prerequisites for the Bachelor of Commerce Honours in Property Valuation and Management.

**Further stipulations:**

The above curriculum is recommended for students who intend to apply for one of the following honours degrees or postgraduate diploma, and subsequently, on completion, want to write the qualifying exam for the corresponding professional designation:

**Honours Degree and Postgraduate Diploma linked to Professional bodies:**

Postgraduate Diploma in Financial Management → Chartered Management Accountant (ACMA) – Chartered Institute of Management Accountants (CIMA)

BComHons (Financial Management) → Chartered Management Accountant (ACMA) - Chartered Institute of Management Accountants (CIMA)

BComHons (Financial Planning) → Certified Financial Planner® (CFP®) - FPI

BComHons (Investment Management) → Chartered Financial Analyst® CFA®) - CFA Institute

BComHons (Property Valuation and Management) → Professional Valuer - South African Council for the Property Valuers Profession (SACPVP)
PURPOSE
The purpose of this qualification is to empower students to acquire knowledge and develop an understanding of industrial psychology as an applied science that focuses on human behaviour in the context of work. Industrial psychology entails the application of psychological theories, principles and practices to optimise individual, group and organisational well-being and effectiveness. This qualification provides a combination of theoretical and practical learning content to equip students with adequate knowledge, skills and critical reasoning capabilities to enter the field of people management.

CURRICULUM

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SEMESTER MODULES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FIRST SEMESTER</td>
</tr>
<tr>
<td></td>
<td>MODULE NAME</td>
</tr>
<tr>
<td>Accounting A</td>
<td>ACC0AA1</td>
</tr>
<tr>
<td>Analytical Techniques 1A</td>
<td>ATE01A1</td>
</tr>
<tr>
<td>Human Resource Management 1A</td>
<td>HRM1AA1</td>
</tr>
<tr>
<td>Industrial Psychology 1A</td>
<td>IPS11A1</td>
</tr>
<tr>
<td>Psychology 1A</td>
<td>PSY1AA1</td>
</tr>
<tr>
<td>5 Semester modules</td>
<td>71 Credits</td>
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<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>SEMESTER MODULES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FIRST SEMESTER</td>
</tr>
<tr>
<td></td>
<td>MODULE NAME</td>
</tr>
<tr>
<td>Business Management 1A</td>
<td>BMA11A1</td>
</tr>
<tr>
<td>Economics 1A</td>
<td>ECO01A1</td>
</tr>
<tr>
<td>MODULE NAME</td>
<td>MODULE CODE</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Industrial Psychology 2A</td>
<td>IPS12A2</td>
</tr>
<tr>
<td>Choose ONE of the following Psychology modules</td>
<td></td>
</tr>
<tr>
<td>Psychology 2A: Developmental Psychology</td>
<td>PSY2AA2</td>
</tr>
<tr>
<td>Psychology 2C: Social Psychology</td>
<td>PSY2CA2</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology 3A: Research Psychology</td>
<td>PSY3AA3</td>
</tr>
<tr>
<td>Psychology 3C: Child and Family Psychology</td>
<td>PSY3CA3</td>
</tr>
</tbody>
</table>
Students are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for Commercial Computer Systems (CCS22B2). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for CCS22B2 and will therefore be granted a credit for the module.

If a student wishes to write the RPL assessment (s)he needs to register for both CCS22B2 (the academic module) as well as CCS2BB2, (the RPL exam). On passing the RPL assessment (CCS2BB2) (s)he will be granted a credit for the module (CCS22B2). If a student fails the RPL assessment, (s)he will remain registered for CCS22B2. No fee is attached to the RPL assessment (CCS2BB2). If a student passes the RPL assessment (CCS2BB2) (s)he will be exempted from the module (CCS22B2). Also note that a fail on the RPL assessment will be reflected as such on the student’s academic transcript.

CBE.77 BCOM (INFORMATION MANAGEMENT)  (B1CIM3)
FULL-TIME
NQF LEVEL: 7  NUMBER OF CREDITS: 360/372/380 ****

RULES OF ACCESS
** If Economics or Accounting is chosen as a module then Grade 12 Mathematics with a minimum APS of 4 is required.
***If Business Management is chosen as from the second year of study then Grade 12 Mathematics with a minimum APS of 4 is required. Students with an APS lower than 4 or Mathematical Literacy must choose Business Studies.

PURPOSE
The purpose of this qualification is to provide qualifying students with: intellectual competencies and practical skills in the acquisition, analysis, interpretation and application of basic and advanced information management principles in the different functional units of the business organisation; the ability to reflect on their managerial decisions and applications and to assess the effect thereof in the holistic context of information and knowledge management as a practice; and knowledge in preparation for a career in the information management field, as well as to provide a basis for further learning.
## CURRICULUM

### FIRST YEAR

**SEMESTER MODULES**

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE NAME</strong></td>
<td><strong>MODULE NAME</strong></td>
</tr>
<tr>
<td>Business Management 1A</td>
<td>Business Management 1B</td>
</tr>
<tr>
<td>Information Management 1A</td>
<td>Information Management 1B</td>
</tr>
<tr>
<td>Information Portals</td>
<td>Search Engine Optimisation</td>
</tr>
</tbody>
</table>

**Electives - choose TWO of the following**

<table>
<thead>
<tr>
<th>Accounting A**</th>
<th>Economics 1A**</th>
<th>Public Management and Governance 1A</th>
<th>Politics 1A</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC0AA1</td>
<td>ECO01A1</td>
<td>PMG1AA1</td>
<td>POL1AA1</td>
</tr>
<tr>
<td>12</td>
<td>12</td>
<td>16</td>
<td>16</td>
</tr>
</tbody>
</table>

5 Semester module 72, 76 or 80 Credits

**SECOND YEAR**

**SEMESTER MODULES**

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE NAME</strong></td>
<td><strong>MODULE NAME</strong></td>
</tr>
<tr>
<td>Business Management 2A *** or Business Studies 2A***</td>
<td>Business Management 2B *** or Business Studies 2B***</td>
</tr>
<tr>
<td>Module Name</td>
<td>Module Code</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Business Management 3A *** or Business Studies 3A ***</td>
<td>BMA13A3 or BMX3A01</td>
</tr>
<tr>
<td>Information Management 3A</td>
<td>IMA13A3</td>
</tr>
<tr>
<td>Knowledge Mentoring</td>
<td>IMM13A3</td>
</tr>
</tbody>
</table>

**Third Year Semester Modules**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Module Name</th>
<th>Module Code</th>
<th>NQF CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>Business Management 3A *** or Business Studies 3A ***</td>
<td>BMA13A3 or BMX3A01</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Information Management 3A</td>
<td>IMA13A3</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Knowledge Mentoring</td>
<td>IMM13A3</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>3 Semester modules</td>
<td></td>
<td>48 Credits</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Module Name</th>
<th>Module Code</th>
<th>NQF CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Semester</td>
<td>Business Management 3B *** or Business Studies 3B ***</td>
<td>BMA23B3 or BMX3B01</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Information Management 3B</td>
<td>IMA23B3</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>Knowledge at Risk</td>
<td>IMR23B3</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>3 Semester modules</td>
<td></td>
<td>48 Credits</td>
</tr>
</tbody>
</table>

**** Credits will vary depending on electives chosen.
PURPOSE
The purpose of this qualification is to strengthen and deepen the student’s knowledge and to develop the student’s applied competence in analysing, interpreting and understanding of information systems development processes, principles and methods. It further develops the intellectual independence, research and professional Skills of the student. The qualification prepares students to meaningfully contribute to organisations’ information systems development, acquisition, utilisation and quality thereof.

CURRICULUM

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE NAME</td>
<td>MODULE CODE</td>
<td>NQF CREDITS</td>
</tr>
<tr>
<td>Business Management 1A</td>
<td>BMA11A1</td>
<td>12</td>
</tr>
<tr>
<td>Development Software 1A</td>
<td>DEV1A01</td>
<td>24</td>
</tr>
<tr>
<td>Information Systems 1A</td>
<td>ILS1A01</td>
<td>24</td>
</tr>
<tr>
<td>3 Semester modules</td>
<td></td>
<td>60 Credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE NAME</td>
<td>MODULE CODE</td>
<td>NQF CREDITS</td>
</tr>
<tr>
<td>Development Software 2A</td>
<td>DEV2A01</td>
<td>24</td>
</tr>
<tr>
<td>Entrepreneurship 2A</td>
<td>ETS12A2</td>
<td>16</td>
</tr>
<tr>
<td>Information Systems 2A</td>
<td>ILS2A01</td>
<td>24</td>
</tr>
<tr>
<td>3 Semester modules</td>
<td></td>
<td>64 Credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD YEAR</th>
<th>YEAR MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>192</td>
<td></td>
</tr>
</tbody>
</table>
In the image, there is a page from a document that provides information about a module in a program. The module is called "Information Systems Project" and is numbered PRO001, with 60 NQF CREDITS. It is a 1 Year module with 60 CREDITS.

The document also outlines the semester modules with details of module names, codes, and credits. For example:

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE NAME</strong></td>
<td><strong>MODULE NAME</strong></td>
</tr>
<tr>
<td>Entrepreneurship 3A</td>
<td>ETS13A3</td>
</tr>
<tr>
<td>Information Systems 3A</td>
<td>ILS3A01</td>
</tr>
<tr>
<td><strong>2 Semester Modules</strong></td>
<td><strong>40 Credits</strong></td>
</tr>
</tbody>
</table>

**PROMOTION REQUIREMENTS**

- Students are promoted to the second year of study if they have passed 5 modules and have met all the prerequisites for the second year modules.
- Students are promoted to the third year of study if they have passed a minimum of four second year modules and have met all the prerequisites for the third year modules.
- Students must take all outstanding modules of the previous year of study before they may take modules from the next year of study, limited to a maximum of four modules in any semester of study.
- Students may only register twice per module i.e. first registration plus one repeat.
- Students may not articulate to third year with any first year modules outstanding.

**CBE.79 BCOM (LOGISTICS MANAGEMENT) (B1CL2Q)**

**FULL-TIME**

**NQF LEVEL: 7**

**NUMBER OF CREDITS: 394**

**PURPOSE**

The purpose of the BCom (Logistics Management) qualification is to provide qualifying students with applied competencies in the understanding and interpreting of logistics management principles, in preparation for a career in the transport and logistics field and to provide a basis for further learning.

The student should be able to reflect on the study material in the context of a transport or logistics organisation, or function of a company, and to assess decisions impacting transport and logistics management.

**CURRICULUM**

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEMESTER MODULES</td>
</tr>
<tr>
<td>FIRST SEMESTER</td>
</tr>
<tr>
<td>MODULE NAME</td>
</tr>
<tr>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Accounting A</td>
</tr>
<tr>
<td>Analytical Techniques 1A</td>
</tr>
<tr>
<td>Business Management 1A</td>
</tr>
<tr>
<td>Economics 1A</td>
</tr>
<tr>
<td>Transport Economics 1A</td>
</tr>
<tr>
<td><strong>5 Semester modules</strong></td>
</tr>
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</table>

SECOND YEAR

SEMIESTER MODULES

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE NAME</td>
<td>MODULE CODE</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Business</td>
<td>BMA12A2</td>
</tr>
<tr>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>2A</td>
<td></td>
</tr>
<tr>
<td>Logistics</td>
<td>LMA12A2</td>
</tr>
<tr>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>2A</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td>MMA11A1</td>
</tr>
<tr>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>1A</td>
<td></td>
</tr>
<tr>
<td>Transport</td>
<td>TRE12A2</td>
</tr>
<tr>
<td>Economics</td>
<td></td>
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<tr>
<td>2A</td>
<td></td>
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<tr>
<td>**4 Semester</td>
<td><strong>60 Credits</strong></td>
</tr>
<tr>
<td>modules</td>
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</tr>
</tbody>
</table>

THIRD YEAR

SEMIESTER MODULES

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MODULE NAME</td>
<td>MODULE CODE</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Students are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for Commercial Computer Systems (CCS22B2). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for CCS22B2 and will therefore be granted a credit for the module.

If a student wishes to write the RPL assessment (s)he needs to register for both CCS22B2 (the academic module) as well as CCS2BB2, (the RPL exam). On passing the RPL assessment (CCS2BB2) (s)he will be granted a credit for the module (CCS22B2). If a student fails the RPL assessment, (s)he will remain registered for CCS22B2. No fee is attached to the RPL assessment (CCS2BB2). If a student passes the RPL assessment (CCS2BB2) (s)he will be exempted from the module (CCS22B2). Also note that a fail on the RPL assessment will be reflected as such on the student’s academic transcript.

CBE.80 BCOM (MARKETING MANAGEMENT) (B1CMMQ)
FULL-TIME
NQF LEVEL: 7
NUMBER OF CREDITS: 400/408 ****

PURPOSE
The purpose of the qualification is to provide students with competencies in the field of Marketing Management by:

- Enabling students to develop their intellectual and moral capacity, as well as an understanding of the business, economic and marketing environment
- Enabling students to acquire conceptual and critical thinking Skills as well as the ability to think in dependently and innovatively.
- Building a foundation for further postgraduate studies, specialising in Marketing Management and to lay the foundation for an appreciation of life-long learning
## CURRICULUM

### FIRST YEAR

#### SEMESTER MODULES

<table>
<thead>
<tr>
<th>MODULE NAME</th>
<th>MODULE CODE</th>
<th>NQF CREDITS</th>
<th>MODULE NAME</th>
<th>MODULE CODE</th>
<th>NQF CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytical Techniques 1A</td>
<td>ATE01A1</td>
<td>15</td>
<td>Analytical Techniques 1B</td>
<td>ATE01B1</td>
<td>15</td>
</tr>
<tr>
<td>Business Management 1A</td>
<td>BMA11A1</td>
<td>12</td>
<td>Business Management 1B</td>
<td>BMA21B1</td>
<td>12</td>
</tr>
<tr>
<td>Economics 1A</td>
<td>ECO01A1</td>
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<td>Economics 1B</td>
<td>ECO01B1</td>
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</tr>
<tr>
<td>Marketing Management 1A</td>
<td>MMA11A1</td>
<td>12</td>
<td>Marketing Management 1B</td>
<td>MMA21B1</td>
<td>12</td>
</tr>
</tbody>
</table>

**Electives - choose ONE of the following**

| Accounting A                         | ACC0AA1     | 12          | Accounting B                         | ACC0BB1     | 12          |
| Accounting 1A**                      | ACC01A1     | 12          | Accounting 1B**                      | ACC01B1     | 12          |

5 Semester modules 63 Credits 5 Semester modules 63 Credits

### SECOND YEAR

#### SEMESTER MODULES

<table>
<thead>
<tr>
<th>MODULE NAME</th>
<th>MODULE CODE</th>
<th>NQF CREDITS</th>
<th>MODULE NAME</th>
<th>MODULE CODE</th>
<th>NQF CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Management 2A</td>
<td>BMA12A2</td>
<td>16</td>
<td>Business Management 2B</td>
<td>BMA22B2</td>
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</tr>
<tr>
<td>Financial Management 2C</td>
<td>FNM02C2</td>
<td>16</td>
<td>Services Marketing</td>
<td>MMK22B2</td>
<td>14</td>
</tr>
<tr>
<td>Logistics Management 2A</td>
<td>LMA12A2</td>
<td>16</td>
<td>Logistics Management 2B</td>
<td>LMA22B2</td>
<td>16</td>
</tr>
<tr>
<td>Consumer Behaviour</td>
<td>MMK12A2</td>
<td>14</td>
<td>Integrated Marketing Communication</td>
<td>MMK2C22</td>
<td>14</td>
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</table>

**Electives - choose ONE of the following**

196
<table>
<thead>
<tr>
<th>Accounting 2A**</th>
<th>ACT02A2</th>
<th>12</th>
<th>Accounting 2B**</th>
<th>ACT02B2</th>
<th>12</th>
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</thead>
<tbody>
<tr>
<td>Economics 2A</td>
<td>ECO2AA2</td>
<td>16</td>
<td>Economics 2B</td>
<td>ECO2BB2</td>
<td>16</td>
</tr>
<tr>
<td><strong>5 Semester modules</strong></td>
<td><strong>74 or 78 Credits</strong></td>
<td><strong>5 Semester modules</strong></td>
<td><strong>72 or 76 Credits</strong></td>
<td></td>
<td></td>
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</table>

### THIRD YEAR

#### SEMESTER MODULES

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MODULE NAME</strong></td>
<td><strong>MODULE CODE</strong></td>
</tr>
<tr>
<td>Business Management 3A</td>
<td>BMA13A3</td>
</tr>
<tr>
<td>Logistics Management 3A</td>
<td>LMA13A3</td>
</tr>
<tr>
<td>Marketing Research</td>
<td>MMK13A3</td>
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<tr>
<td>Digital Marketing</td>
<td>MMK3C13</td>
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<td><strong>Electives - choose ONE of the following</strong></td>
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<tr>
<td>Business Communication</td>
<td>CBS1BB1</td>
</tr>
<tr>
<td>Commercial Computer Systems*</td>
<td>CC22B2</td>
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<tr>
<td><strong>4 Semester modules</strong></td>
<td><strong>64 Credits</strong></td>
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</tbody>
</table>

** Students who want to continue with Accounting 2A and 2B must do Accounting 1A and 1B.

**** Credits will vary depending on electives chosen.
CBE.81 BACHELOR DEGREE PROGRAMMES

- Bachelor of Accounting
- Bachelor of Commerce in International Accounting (Fully Online) **
- Bachelor of Human Resource Management
- Bachelor of Human Resource Management (Fully Online) **
- Bachelor of Hospitality Management*
- Bachelor of Tourism Development and Management*

Qualifications are offered at the APK Campus. Qualifications indicated with * are offered at the APB Campus. Qualifications indicated with ** are offered fully online and students do not have to come to campus.

African Insights (AFINSA1) is a compulsory module for all first year undergraduate students of the University of Johannesburg. Upon completing the module a student's academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. African Insights is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. The completion of this module is required to graduate.

CBE.82 BACHELOR OF ACCOUNTING                    (BCA012)
CHARTERED ACCOUNTANCY STREAM
FULL-TIME
NEW NQF LEVEL 7/OLD NQF LEVEL 6  NQF CREDITS: 390

PURPOSE

The purpose of this qualification is to provide a well-rounded, technically focused education that equips students with the technical knowledge base, proficiency and pervasive Skills that will enable them to demonstrate initiative and responsibility, and that will enable the development of leadership qualities.

The programme is designed in consultation with the South African Institute of Chartered Accountants (SAICA) and recognised by them as a requirement to practice as a chartered accountant. This qualification requires a thorough grounding in the knowledge, theory, principles and Skills of the profession or career concerned and the ability to apply these to professional or career contexts. The programme also serves as basis for entry into several postgraduate study opportunities.

NOTE: The curriculum below allows admission to the Postgraduate Diploma in Accounting Science programme. It is recommended for students who intend writing the Initial Test of Competence (ITC) of the South African Institute of Chartered Accountants.
<table>
<thead>
<tr>
<th>MODULE NAME</th>
<th>MODULE CODE</th>
<th>NQF CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Commerce 100</td>
<td>COM100</td>
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<tr>
<td>Introduction to Law 100</td>
<td>INL100</td>
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<td>Economics 100</td>
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<td>Accounting studies 100</td>
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4 Year Modules & 2 Semester Modules: 126 Credits

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<tr>
<th>SECOND YEAR</th>
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<tr>
<td>MODULE NAME</td>
<td>MODULE CODE</td>
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<table>
<thead>
<tr>
<th>SEMESTER MODULE SPREAD OVER A YEAR</th>
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<tr>
<td>MODULE NAME</td>
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<td>MODULE NAME</td>
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<td>NQF CREDITS</td>
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<td>&amp; 5 Semester modules</td>
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#### THIRD YEAR

### YEAR MODULES

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| 4 Year Modules              | 136 Credits |

### CBE.83 BACHELOR OF COMMERCE IN INTERNATIONAL ACCOUNTING ** (B34IAP)

FULLY ONLINE

NQF LEVEL 7

NQF CREDITS: 360

All fully online programmes uses the “carousel model” of enrolment using six cohorts of enrolment. This model enables six student intakes per year. The model has been designed to allow for students to start in any given term.

**ALTERNATIVE ENTRY REQUIREMENTS TO THE REQUIREMENTS ON PAGE 51, CBE.9 POINT 9.3.**

1. **Mature age exemption:**
   - Applicants older than 23* will be considered if the matric certificate is below the minimum requirements. However, the applicant still need to have a degree endorsement and meet the following requirements:
     - APS score = 26
     - Maths = 3
     - English = 3
   - Applicants younger than 23 will be handled on an Ad-hoc basis.

* Mature age conditional exemptions as per par. 30 of USAF Exemption requirements.

2. **Applicants with a previously completed qualification:**
   - Applicants with a completed degree or diploma but has an APS score below the minimum requirement will be considered if they have a degree endorsement and meet the following requirements:
     - APS score = 26
     - Maths = 3
     - English = 3
• Applicants with a completed diploma but has an APS score below the minimum requirement without a degree endorsement will be considered if they obtain a certificate from HESA and meet the following requirements:
  o APS score = 26
  o Maths = 3
  o English = 3

PURPOSE
The purpose of the BCom (International Accounting) is to develop students’ intellectual and practical skills to enable the identifying, analysing, interpretation, assessing, evaluating, application and solving of problems, which would be expected of an entry level accountant in international practice. Furthermore, the programme provides students with a comprehensive and fundamental knowledge base of the underlying core international principles of accounting, governance, risk management and control, auditing, financial management as well as management accounting. Qualifying students should be ready to enter the job market as an entry level accountant. Additionally, the programme will develop a student to become self-directed, lifelong student. The programme emphasises competence, integrity, and application of ethics in a professional business environment. Lastly, this programme will prepare students for further studies in international accounting, governance, risk management and control, auditing, financial management as well as management accounting as a science.

CURRICULUM

<table>
<thead>
<tr>
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<th>Module Code</th>
<th>Module Name</th>
<th>Module Credits</th>
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<td>PRB1CP1</td>
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**FOURTH YEAR**

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<td>CST1CP3</td>
<td>Case study in International Accounting 31</td>
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<td>CST2CP3</td>
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<td>FNM1CP3</td>
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**2019 CAROUSEL OFFERING**

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</table>
CBE.84  BACHELOR OF HOSPITALITY MANAGEMENT (B34HMQ)
FULL-TIME
NQF LEVEL: 7                              NUMBER OF CREDITS: 392

PURPOSE
The purpose of this qualification is to provide prospective students with intellectual and theoretical knowledge as well as practical-workplace related managerial and leadership skills required for entry level professionals in the public and private hospitality environment.

CURRICULUM

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SEMESTER MODULES</th>
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</thead>
<tbody>
<tr>
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<td>FIRST SEMESTER</td>
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<tr>
<td>MODULE NAME</td>
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<tr>
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<tr>
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<tr>
<td><strong>5 Semester Modules</strong></td>
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<table>
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<th>SECOND YEAR</th>
<th>SEMESTER MODULES</th>
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<td>FIRST SEMESTER</td>
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<tr>
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### THIRD YEAR

#### SEMESTER MODULES

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<tr>
<td></td>
<td>5 Semester Modules</td>
<td>68 Credits</td>
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</table>

**PROMOTION REQUIREMENTS**

Students are promoted to the next year of study if they have complied with all the subject prerequisites for the following year.

Students must complete all outstanding subjects of the previous year of study, before they may take subjects from the next year of study.
From first year of study to second year:
   a. Hospitality Management 1A and 1B are prerequisites for Hospitality Management 2A and 2B.
   b. Hospitality Financial Management 1A and 1B are prerequisites for Hospitality Financial Management 2A and 2B.
   c. Food and Beverage Studies 1A and 1B are prerequisites for Food and Beverage Studies 2A and 2B.
   d. Rooms Division & Revenue Management 1A and 1B are prerequisites for Rooms Division & Revenue Management 2A and 2B.

From second year of study to third year:
   a. Hospitality Management 2A and 2B are prerequisites for Hospitality Management 3A and 3B.
   b. Hospitality Financial Management 2A and 2B are prerequisites for Hospitality Financial Management 3A and 3B.
   c. Food and Beverage Studies 2A and 2B are prerequisites for Food and Beverage Studies 3A and 3B.
   d. Rooms Division & Revenue Management 2A and 2B are prerequisites for Rooms Division & Revenue Management 3A and 3B.
   e. Organisational Development 1 is a prerequisite for Organisational Development 2.

CBE.85  BACHELOR OF HUMAN RESOURCE MANAGEMENT
         (B34HRQ)

FULL-TIME
NQF LEVEL: 7               NUMBER OF CREDITS: 385

PURPOSE
The purpose of the Bachelor of Human Resource Management (BHRM) degree is to equip students with an in-depth grounding in human resource management (HRM) knowledge, theory, principles and skills so that they may contribute to the multi-functional, multinational public and business sectors, confidently executing analytical, interpretive, strategic and integrative skills. The BHRM degree is designed to empower students to gain a set of skills, values, attitudes and knowledge to enable them to:

• contribute to the development, growth, competitiveness and sustainability of organisational assets: employees, teams and associated communities;
• formulate, plan, strategise, execute, measure and improve HRM and business processes, practices, systems and solutions;
• partner, learn from and collaborate with national, regional and global HRM and business stakeholders to improve the performance of human capital via talent development;
• apply innovation and technology to implement and improve HRM and business systems, policy, procedure and best practices; and
• comply with good governance, strong ethics and quality performance standards when implementing, managing and improving HRM and business practices.
## FIRST YEAR SEMESTER MODULES

### FIRST SEMESTER

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5 Semester Modules 68 Credits

### SECOND SEMESTER

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Choose one of the following electives

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### FIRST SEMESTER

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Choose one of the following electives
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All fully online programmes use the “carousel model” of enrolment using six cohorts of enrolment. This model enables six student intakes per year. The model has been designed to allow for students to start in any given term.

PURPOSE

The purpose of the Bachelor of Human Resource Management (BHRM) degree is to equip students with an in-depth grounding in human resource management (HRM) knowledge, theory, principles and skills so that they may contribute to the multi-functional, multinational public and business sectors, confidently executing analytical, interpretive, strategic and integrative skills. The BHRM degree is designed to empower students to gain a set of skills, values, attitudes and knowledge to enable them to:

- contribute to the development, growth, competitiveness and sustainability of organisational assets: employees, teams and associated communities;
- formulate, plan, strategise, execute, measure and improve HRM and business processes, practices, systems and solutions;
- partner, learn from and collaborate with national, regional and global HRM and business stakeholders to improve the performance of human capital via talent development;
- apply innovation and technology to implement and improve HRM and business systems, policy, procedure and best practices; and
- comply with good governance, strong ethics and quality performance standards when implementing, managing and improving HRM and business practices.

CURRICULUM

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### CBE.87 BACHELOR OF TOURISM DEVELOPMENT AND MANAGEMENT (B34TMQ)

**FULL-TIME**

**NQF LEVEL: 7**

**NUMBER OF CREDITS: 392**

**PURPOSE**

The purpose of the programme is to provide students with knowledge and skills within an inter-disciplinary tourism environment. The student will be prepared to enter both the public and private tourism sectors as entry level non-professionals, and will be able to utilize and apply critical thinking skills and problem solving techniques within a tourism development and management environment.

**CURRICULUM**

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**THIRD YEAR SEMESTER MODULES**

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PROMOTION REQUIREMENTS
Students are promoted to the next year of study if they have complied with all the subject prerequisites for the following year.
Students must complete all outstanding subjects of the previous year of study, before they may take subjects from the next year of study.
From first year of study to second year:
   a. Tourism Management 1A and 1B are prerequisites for Tourism Management 2A and 2B.
   b. Tourism Marketing 1A and 1B are prerequisites for Tourism Marketing 2A and 2B.
   c. Tourism Development 1A and 1B are prerequisites for Tourism Development 2A and 2B.
From second year to third year:
   a. Tourism Management 2A and 2B are prerequisites for Tourism Management 3A and 3B.
   b. Tourism Development 2A and 2B are prerequisites for Tourism Development 3A and 3B.
## ALPHABETICAL LIST OF MODULE CODES, MODULE NAME AND PREREQUISITES FOR BACHELOR OF ART (BA), BACHELOR OF COMMERCE (BCom) AND BACHELOR DEGREES

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* CMA02B2: Cost and Management Accounting 2B - Final Mark of at least 40% for students in their final year of study with only CMA03B3 outstanding.
SECTION D: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF MODULES OFFERED IN THE COLLEGE OF BUSINESS AND ECONOMICS FOR EXTENDED DIPLOMAS AND DIPLOMAS

CBE.89 APPLIED ACCOUNTANCY SKILLS

Applied Accountancy Skills 1A (AAS1AA1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce basic financial accounting at a level consistent with non-accounting students. In this module the students will be provided with the basic principles of accounting, the recording of each transaction and the accounting cycle. This module helps students to understand the process flow of assets, liabilities, equity, income and expenses and the accounting records of a basic entity. Students will also be introduced to the financial statements of a sole trader as a service entity and trading entity.

OUTCOMES
Students should be able to:
- define and apply the basic accounting principles, concepts and the accounting process;
- explain the various types of business undertakings that exist within the field of accounting;
- discuss the conceptual framework for financial reporting;
- identify and classify financial transactions according to the key elements of financial statements (assets, liabilities, equity, income and expenses) and understand the effects these transactions have on the accounting equation;
- understand the accounting cycle from recording basic financial transactions from source document to the journals (general journal, cash receipts journal and cash payments journal), the general ledger and prepare a trial balance;
- identify and interpret transactions related to the purchase, depreciation and disposal of property, plant and equipment; and
- prepare basic financial statements for a sole trader as a service entity and a trading entity.

Applied Accountancy Skills 1B (AAS1BB1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to introduce basic costing and financial management at a level consistent with non-accounting students. In this module students will identify and analyse cost, learn to apply basic managerial accounting techniques and prepare information for decision-making purposes, applicable to service, trade and manufacturing entities.

OUTCOMES
Students should be able to:
• explain and understand the need for managerial accounting information;
• define cost accounting terminology and correctly use the basic principles of cost classification;
• define and understand the different terms and concepts in respect of inventory-holding and administer basic inventory systems;
• calculate the remuneration of employees;
• correctly classify overheads and calculate the fixed and variable components;
• understand the cost flow in a manufacturing concern and be able to determine the cost of manufactured products;
• discuss and apply the principles and theory of budgeting (personal and cash budgets only); and
• discuss and prepare basic flexible budgets.

CBE.90 AUDITING AND INTERNAL CONTROL

Auditing and Internal Control 2A (AIC22A2)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5 NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an introduction to:
• the development of the auditing/accounting professions,
• the auditor's duties and responsibilities,
• codes of professional conduct,
• concepts regarding the audit process, and
• concepts for obtaining audit evidence.

OUTCOMES
Students should be able to explain the:
• responsibilities, functions and qualities of an auditor;
• professional ethics governing the work of the auditor;
• background of corporate governance principles in South Africa (an introduction)
• rights and duties covered by statute;
• responsibilities and legal liability of the auditor;
• concepts and principles relevant to the audit process;
• explain and describe the objectives and aspects to consider during the planning of an audit; and
• fundamental concepts for obtaining audit evidence.
Auditing and Internal Control 2B  
(AIC22B2)  
SEMESTER MODULE  
NEW NQF/OLD NQF LEVEL 5  
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an introduction to the basic principles of internal control and testing, in general and applied to some business cycles.

OUTCOMES
Students should be able to:
- explain and advise on the framework for internal control and internal control evaluation; and
- explain and advise on the objectives, nature and evaluation of internal control on the revenue and receipts, purchases and payments, payroll and inventory cycles.

Auditing and Internal Control 3A  
(AIC33A3)  
SEMESTER MODULE  
NEW NQF/OLD NQF LEVEL 6  
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with the basic principles of internal control and testing, in general, and as applied to some business cycles.

OUTCOMES
Students should be able to:
- describe the principles that determine the choosing of items for testing to gather audit evidence;
- perform audit planning by incorporating the preliminary evaluation of business risk, internal control and audit risk;
- apply the audit plan into action for the revenue and receipts cycle, for the acquisition and payment cycle and the inventory and production cycle; and
- apply the audit plan into action for finance and investment cycles.

Auditing and Internal Control 3B  
(AIC33B3)  
SEMESTER MODULE  
NEW NQF/OLD NQF LEVEL 6  
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to provide students with the basic principles of internal control and testing, in general, and as applied to some business cycles.

OUTCOMES
Students should be able to:
- audit around the computer (Pastel – integration with Financial Accounting (a practical approach));
- report preliminary findings to audit manager;
- describe the principles that determine the form, content and extent of audit documentation files (working papers);
- explain the electronic data-processing (EDP) systems (Input, processing and output control);
- explain the financial regulations surrounding the national, provincial and local government through the Public Finance Management Act and Municipal Finance Management Act; and
- explain and describe the principles of Corporate Governance.

CBE.91 BANKING OPERATIONS

Banking Operations 2B (BOP22B2)

SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5 NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to explain regulations in the banking industry and all the operational processes that goes along with the industry.

OUTCOMES
Students should be able to:
- explain the financial system and its role in the economy;
- identify and explain the principle of banking operations and how a bank operates including the principles of savings and borrowings;
- discuss the instruments in the banking environment;
- discuss the operation of different types of microfinance institutions including microfinance banks; and
- identify other institutions in the financial system.

CBE.92 BEVERAGE STUDIES

Beverage Studies (BRS01Y1)

YEAR MODULE
NQF LEVEL: 6 NQF CREDITS: 8

CALCULATION CRITERIA
Continuous Assessment
PURPOSE
The qualifying person will be able to service, with efficiency and professionalism, alcoholic and non-alcoholic beverages.

OUTCOMES
Students should be able to:
- understand basic restaurant infrastructure and procedures in order to carry out basic beverage service to operate as a waitron.
- demonstrate basic theoretical and practical knowledge of the origin, production methods and service Skills related to alcoholic and non-alcoholic beverages.
- understand the importance of South African wine, different wine making processes together with basic knowledge of how to create a wine list.

CBE.93 BUSINESS ANALYSIS

Business Analysis 1A  (BAY01A1)
SEMESTER MODULE
NQF LEVEL: 5  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an introduction to the field of business analysis in an organization and ensure students understand the basics of analysing how information systems and technologies impact business operations in the value chain.

OUTCOMES
Students should be able to:
- understand and analyse the roles and responsibilities of IT in businesses,
- define the gap that exists between business people and IT people and how this gap is bridged through business analysis,
- measure the successes of the use of Information Technology in businesses using basic benchmarking and baseline metrics,
- identify the five competitive forces model used to evaluate IT and business segments,
- understand the basics of business strategy and analysis by defining the generic strategies used by business when entering new markets, and
- understand the IT component in value chain analysis and how business uses IT to create value through the value chain.

Business Analysis 1B  (BAY01B1)
SEMESTER MODULE
NQF LEVEL: 5  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
PURPOSE
The purpose of this module is to provide students with an introduction to the field of general management and leadership, the primary and secondary activities including the functional areas and processes that adds value for a business in the value chain.

OUTCOMES
Students should be able to:
- explain how the management tasks and decision making relevant to all management levels are applied to business,
- explain how the integrated functions of purchasing, production, marketing and finance integrate and add value to the business,
- explain the impact of financial investment decision on the value chain,
- explain the task and general scope of human resources management in the value chain,
- explain communication as applied in business environments, and
- explain the value of information as a resource to the value chain and how information is shared across the internet and in e-business.

Business Analysis 2A
(BAY02A1)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an introduction to the field of business environment analysis, value chain analysis and the relationship of this analysis with information and general management.

OUTCOMES
Students should be able to:
- explain the components of a traditional and virtual value chain,
- explain the forces, tools and techniques of environmental analysis,
- describe entrepreneurial qualities and structure in an IT business environment, and
- apply management functions and leadership Skills to business.

Business Analysis 2B
(BAY02B1)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an introduction to the field of business systems analysis in functional areas and processes and the relationship these areas and processes have with information management and financial analysis.

**OUTCOMES**
Students should be able to:
- discuss how subsystems in business contribute to efficiency and effectiveness,
- explain how processes can integrate the functional areas of business and between businesses,
- calculate and interpret financial results with the use of financial statement analysis,
- compare financial statements of a business to the financial statements of businesses in the same industries, and
- explain how e-business technology can integrate the business environment.

**Business Analysis 3A**  
(BAY03A1)  
SEMESTER MODULE  
NQF LEVEL: 6  
NQF CREDITS: 16

**CALCULATION CRITERIA**  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**  
The purpose of this module is to apply contemporary management and strategic analysis techniques to determine the utilization of information technology and other resources in a business.

**OUTCOMES**
Students should be able to:
- develop best practices to be used for diversity, ethics, creativity, innovation and BEE at a workplace,
- explain globalization in a business environment,
- explain the conditions that could be set for information auditing in corporate governance, and
- explain how basic strategic analysis techniques are used.

**Business Analysis 3B**  
(BAY03B1)  
SEMESTER MODULE  
NQF LEVEL: 6  
NQF CREDITS: 16

**CALCULATION CRITERIA**  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**  
The purpose of the module is to introduce the student to the role of a business analyst by examining a wide spectrum of techniques that a business analyst uses in analysing businesses, competitive data and information that includes strategic and competitive intelligence data. The student is introduced to contemporary Skills useful to model business systems, analyse IT components of businesses, towards aligning IT with business objective. The student should be grounded in Skills that facilitate the
communication of findings/deviations/solutions to business stakeholders in a professional manner.

OUTCOMES
Students should be able to:

• explain, apply and interpret competitive and strategic analysis techniques,
• apply business analysis problem solving techniques,
• contextualising factors influencing solution design, and
• explain, apply and interpret environmental, change and stakeholder management analysis techniques

CBE.94 BUSINESS MANAGEMENT

Business Management 1A (BME0YA1/BMA01A1)
YEAR/SEMESTER MODULE
NQF LEVEL: 5 NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce students to needs and wants of people, the production factors, the business environment, entrepreneurship, management theories and tasks to enhance their understanding of the business context.

OUTCOMES
Students should be able to:

• describe the needs and wants of people and the role production factors play in a business;
• discuss how a business and its environment influence each other;
• describe entrepreneurship in the context of production factors;
• discuss the history and theories of management and also the impact thereof on organisations today; and
• explain the role of a manager and apply the management tasks.

Business Management 1B (BME0YB1/BMA01B1)
YEAR/SEMESTER MODULE
NQF LEVEL: 5 NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce students to the functions of a business to enhance their business knowledge.

OUTCOMES
Students should be able to:
Discuss and apply the basic concepts and principles of the following business functions:
• Human resources;
• Marketing;
• Finance;
• Operations;
• Supply chain;
• Administration; and
• Public relations.

**Business Management 2A**  
**SEMESTER MODULE**  
**NQF LEVEL: 6**  
**NQF CREDITS: 16**

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**
The purpose of this module is to provide students with knowledge and applied competencies in managing operations effectively within a business environment.

**OUTCOMES**
Students should be able to:
- discuss operations from a system’s perspective and to apply different process types;
- discuss the role of the operations strategy in an organisation;
- apply process management and measurement;
- explain the importance of location and capacity management;
- apply the principles of demand forecasting; and
- explain the importance of project management and to apply project planning techniques.

**Business Management 2B**  
**SEMESTER MODULE**  
**NQF LEVEL: 6**  
**NQF CREDITS: 16**

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**
The purpose of this module is to provide students with knowledge and applied competencies in managing finance effectively within a business environment.

**OUTCOMES**
Students should be able to:
- analyse the financial goals of an organisation;
- describe financial markets, institutions and securities;
- explain financial statements;
- interpret financial statements by means of financial ratios;
- analyse the link between strategy, risk identification and assessment, and financial planning;
• apply the principles of budgeting; and
• apply the time value of money principle.

Business Management 3A (BMA03A3)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with knowledge and applied competencies in managing marketing or human resources effectively in a business environment.

OUTCOMES
Marketing management module:
Students should be able to:
• explain marketing and apply the concepts of marketing;
• formulate a marketing strategy with specific reference to price, product, place (distribution) and promotion (marketing communication);
• appraise the importance of competition and competitive strategies;
• differentiate between market segmentation, target marketing and positioning; and
• distinguish marketing products from marketing services.

or

Human resource management module:
Students should be able to:
• apply the principles underlying human resource planning - staffing, employee development, compensation and governance;
• manage the effect of workforce diversity in a contemporary organisation;
• solve challenges in recruitment, selection, retrenchments, restructuring and outsourcing;
• apply the principles of performance appraisals, training and career development in improving organisational performance;
• demonstrate the effects of managing compensation, rewarding performance and effective employee benefits; and
• apply principles of employee relations and of the Labour Relations Act.

Business Management 3B (BMA03B3)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to introduce students to contemporary management issues and to equip them in managing these issues within a business context.

OUTCOMES
Students should be able to:
- Appraise the influence of the external environment and culture on the organisation;
- Apply ethical principles and to be socially responsible within an organisation;
- Manage a diverse workforce;
- Employ effective teamwork principles in an organisation;
- Manage technology, agility and change;
- Apply the principles of strategy and internationalisation; and
- Assess the concept of Africanisation and decolonisation and the impact thereof on organisations.

CBE.95 COMMUNICATION NETWORKS

Communication Networks 2A (CMN02A1)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is for students to understand the TCP/IP protocol suite and its role in enabling internetworking.

OUTCOMES
Students should be able to:
- demonstrate their understanding of the complexities and roles of the various components of the elements of the TCP/IP suite,
- define the design, role, purpose and operation of the various components of the different applications and protocols within the suite,
- explain and describe the various underlying communication processes between network entities,
- demonstrate an understanding of how the various features and characteristics of the different protocols may influence network security and design decisions, and
- apply the knowledge acquired to implement an integrated network solution.

Communication Networks 2B (CMN02B1)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to give students the knowledge and Skills to implement small to medium sized networks utilizing Open Source Software.

OUTCOMES
Students should be able to:
- analyse the business scenario and list the business requirements for designing a LAN,
- identify strengths and weakness of most network topologies,
- know how to design reliable networks,
- select appropriate LAN technologies for a network,
- know how to design and manage networks,
- demonstrate installation and configuration of Linux Operations System, and
- describe open source networking approaches including NFS, SAMBA, FTP, Open SSH and apache. Students should also be able to demonstrate ability to configure at least three of these networking open source networking options.

Communication Networks 3A
(SEMESTER MODULE)
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to give students a solid understanding of mobile data communication and its impact on personal and business data communications.

OUTCOMES
Students should:
- have an understanding of mobile data communication including tethered mobility and wireless mobility,
- have a basic appreciation of the nature of wireless communication – including propagation mechanisms and interference;
- have an ability to discuss, compare and contrast old and emerging wireless technologies;
- be able to argue about the business implications of mobile data communication, including opportunities and challenges arising from embracing mobile data communications, and
- should be able to demonstrate the ability to configure wireless LAN (Wi-Fi) networking.

Communication Networks 3B
(SEMESTER MODULE)
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is for students to gain knowledge to understand, design and implement network security solutions for industry.

OUTCOMES
Students should be able to:
- discuss network security management concepts and the role of policies in the process,
- explain and implement network security management strategies for small and medium sized networks,
- demonstrate an understanding of the planning, design and implementation of a network, and
- design small, medium and large scale networks, using a best practices approach to incorporate efficiency and security into such designs.

CBE.96 CONSUMER BEHAVIOUR

Consumer Behaviour A (CBR01A1)
SEMESTER MODULE
NQF LEVEL: 5  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the student to the various individual psychological factors that influence consumer decision making and consumer consumption behaviour.

OUTCOMES
Students should be able to:
- describe the impact of the digital revolution on consumer behaviour,
- discuss the importance of consumer satisfaction and retention to an organisation,
- restate the relevant aspects in consumer research,
- discuss the relevant issues in consumer market segmentation, and
- show how the individual’s basic psychological characteristics impact on their behaviour.

Consumer Behaviour B (CBR01B1)
SEMESTER MODULE
NQF LEVEL: 5  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to familiarise the student with all the social and cultural concepts that influence consumer decision making and consumer consumption behaviour.

OUTCOMES
Students should be able to:
- discuss the social factors that impact on the behaviour of individuals,
- describe the cultural factors that impact on the behaviour of individuals, and
- illustrate how an understanding of consumer behaviour is important in marketing and retailing.

CBE.97 COSTING AND ESTIMATING

Costing and Estimating 1A (CAE01A1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5 NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to cover the basic concepts of costing, the recording of the elements of cost of production.

OUTCOMES
Students should be able to:
- describe and discuss the basic concepts in costing;
- identify and explain the different terms and concepts in respect of inventory-holding and administer different inventory systems comprehensively;
- examine critically the different terms and concepts in respect of labour;
- identify, explain and calculate the different terms and concepts in respect of overheads; and
- identify, explain and calculate cost-volume-profit analysis.

Costing and Estimating 1B (CAE01B1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5 NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to cover the basic concepts of costing, the recording of the elements of cost of production.

OUTCOMES
Students should be able to:
- describe, explain and apply job and process costing as a costing method;
• explain and prepare the individual sections of manufacturing cost statements; and
• explain and analyse budgetary information flow and prepare functional budgets.

CBE.98 COST AND FINANCIAL MANAGEMENT

Cost and Financial Management 1A (CFM11A1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce basic costing techniques and methods. In this module students will identify and analyse cost and management accounting techniques and prepare information for decision-making purposes.

OUTCOMES
Students should be able to:
• explain and understand the basic principles of cost classification and terminology;
• define and understand the different terms and concepts in respect of inventory-holding and administer different inventory systems manually and electronically;
• introduce the basic concepts of Just in Time (JIT) Inventory holding concepts;
• understand and administer remuneration systems both manually and electronically;
• classification and analysis of overheads and allocation of overheads by means of predetermined rates; manually and electronically;
• understand the cost flow in a manufacturing concern and be able to determine cost of manufactured products and services; and
• prepare a manufacturing cost statement manually and electronically.

Cost and Financial Management 1B (CFM11B1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with a basic, yet applicable knowledge of fundamental concepts of finance as well as where each of these concepts fit into the financial management function.

OUTCOMES
Students should be able to:
• explain and appraise the context within which the financial management function takes place;
• explain the concepts of risk and uncertainty by calculating, applying and solving issues of simple probability and perform basic risk and return calculations;
differentiate and discuss the characteristics and workings of basic financial instruments and financial markets;
explain the time value of money concept and perform simple and advanced calculations on single amounts, annuities, perpetuities and mixed streams of cash flows;
understand the cost of capital concept by performing simple calculations; and
discuss, explain and apply the underlying principles of foreign trade and exchange rates.

Cost and Financial Management 2A
(CFM22A2)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with a basic, yet applicable knowledge of fundamental concepts of finance, and where each of these concepts fit into the financial management function.

OUTCOMES
Students should be able to:
• demonstrate his/her ability to identify the basic types of financial management decisions and relate them to the role of the financial manager;
• explain the time value of money concept and perform simple and advanced calculations on single amounts, annuities, perpetuities, mixed streams of cash flows and amortisation concepts;
• explain and appraise the context within which the analysis of financial statements function takes place;
• explain the components of working capital management including current assets and liabilities;
• explain the concepts of risk and uncertainty by calculating, applying and solving issues of simple probability and perform basic risk and return calculations relating to single and portfolio investments;
• differentiate and discuss the characteristics and workings of basic debt instruments and understand the cost of capital concept by performing advanced calculations; and
• explain the basic valuations on equity capital by performing simple calculations; and discuss, explain and apply the underlying principles of valuing the equity of an entire company.

Cost and Financial Management 2B
(CFM22B2)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to introduce basic costing techniques and methods. In this module students will identify and analyse cost and management accounting techniques and prepare information for decision-making purposes.

OUTCOMES
Students should be able to:
• identify and explain the different terms and concepts in respect of job costing and prepare a job card from given data (manually and electronically);
• describe and prepare the accounting records of a manufacturing entity using an Integrated accounting systems;
• prepare process cost reports using both first-in-first-out (FIFO) and weighted average method (WAM) inventory methods; including the treatment of normal and abnormal losses (manually and electronically);
• identify, explain and analyse the process costs into joint-, by- and scrap products (manually and electronically);
• introduce the concept of Activity Based Costing for the allocation of overheads; manually and electronically;
• calculate cost and profit according to absorption cost principles (manually and electronically); and
• calculate cost and profit according to direct cost principles (manually and electronically).

Cost and Financial Management 3A (CFM33A3)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce performance measurement and short-term decision-making in business. In this module students will prepare, analyse and apply management accounting principles and techniques to prepare information for decision-making purposes.

OUTCOMES
Students should be able to:
• prepare standard and actual cost cards;
• record and report sales and production cost variances within a standard costing system;
• interpret the operational variances;
• discuss the origin and consequences of the calculated standard costing variances and indicate which department/manager is responsible for which variances;
• prepare an operational fixed budget for the production of more than one product using more than one material;
• compile a cash budget and evaluate the future cash flow position of a company;
• identify potential problems highlighted by the operational and cash budgets;
• determine the variances between actual and budgeted figures;
• compile a flexible budget to account for difference in budgeted and actual volume;
• explain the flexible budget variances;
• suggest solutions to potential problems;
• calculate the marginal income (per unit and in total) and the marginal income ratio;
determine the break-even point using both formulas and graphs;
calculate the margin of safety and margin of safety ratio; and
perform and evaluate “What-if analyses” incorporating possible changes in volume,
costs and/or prices accurately.

Cost and Financial Management 3B
(CFM33B3)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to apply advanced costing techniques and methods to the
decision-making process. In this module students will analyse and evaluate different
operational decisions and investment options and decide on the best course of action
taking into account both qualitative and quantitative factors.

OUTCOMES
Students should be able to:
• Perform a multi-product break-even analysis;
• advise the optimum product mix;
• measure, differentiate and identify costs for decision-making;
• apply and evaluate short-term decision-making techniques;
• compare, rate and choose between short term decisions and long term capital
  budgeting decisions;
• explain and identify qualitative factors that affect the short term decisions and long
  term capital budgeting decisions;
• explain the capital budgeting process; and
• evaluate, rate and choose between different investments.

CBE.99 DESTINATION DEVELOPMENT

Destination Development 3A
(TOS33A3)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is to formulate and manage the development of a tourism
destination and manage the development process through the utilization of the principles
of project management.

OUTCOMES
Student should be able to utilise project management principles and establish a tourism
project with consideration of the following:
• tourism destination evolutionary models policy development,
• tourism destination development context,
• Tourism Destination management Organisations (DMO’s),
• Environmental Impact Assessment (EIA) and Integrated Environmental Management (IEM),
• the principles of sustainable tourism on local destination development, and
• role of destination development in poverty alleviation and job creation in South Africa.

CBE.100 DEVELOPMENT SOFTWARE

Development Software 1A (DSW01A1)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the Student to various basic programming concepts. It provides an introduction to a programming environment, assuming that the Student does not have any previous knowledge or experience of any programming languages. This course is meant for beginner programmers and allows the students to quickly build useful programs while learning the basics of structured and object-oriented programming techniques. This course is aimed at developing the students programming and logic abilities.

OUTCOMES
Students should be able to:
• explain what is meant by object-oriented programming,
• design a program making use of diagrams,
• create a program that makes use of object-oriented programming,
• create a program where output and calculations are used,
• create a program that makes use of input,
• create a program that makes use of methods,
• describe how selection is utilized within a program,
• describe and differentiate between the various types of loops, and
• create a program that makes use of various types of loops.

Development Software 1B (DSW01B1)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to learn other basic programming and problem solving Skills. It provides an introduction to repetition and arrays. This course also introduces the Student to object-oriented concepts that need more insight. This course should also build on the programming and logic Skills that the Student has developed thus far. Insight into problem solving is an important skill that needs to be learnt. This course is aimed at Students who have basic object-oriented programming Skills.

OUTCOMES
Students should be able to:

- explain the difference between selection and the use of the switch statement,
- create a program that makes use of string manipulation,
- describe and solve a problem making use of arrays,
- create a program that makes use of arrays,
- describe and solve problems making use of maths functions,
- create a program that makes use of maths functions to solve problems,
- differentiate and describe the access modifiers, and
- create a program that makes use of access modifiers correctly.

**Development Software 2A**  
(DSW02A1)  
SEMESTER MODULE  
NQF LEVEL: 6  
NQF CREDITS: 16

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to acquire the knowledge to implement introductory programming solutions to problems using event driven programming techniques.

OUTCOMES
Students should be able to:

- implement various classes and event-driven programming to solutions,
- utilise html to produce web pages, and
- apply knowledge of database connectivity to connect and manipulate databases from a windows and web applications.

**Development Software 2B**  
(DSW02B1)  
SEMESTER MODULE  
NQF LEVEL: 6  
NQF CREDITS: 16

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to acquire the knowledge to develop intermediate programming solutions to problems using event driven programming techniques.
OUTCOMES
Students should be able to:

- create and manipulate database using advanced methods,
- present reports in both crystal report and spreadsheet, and
- implement database manipulation in web application, develop and implement a solution to a given project demonstrating knowledge gained in all topics covered.

Development Software 3A  
(DSW03A1)

SEMESTER MODULE
NQF LEVEL: 6 
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to develop students who can demonstrate their knowledge in the implementation of application solutions using current windows and web technology. The major emphasis will be on developing and implementing windows solutions using the latest technologies.

OUTCOMES
Students should be able to:

- create and use help files in a project and implement the project,
- use snippets correctly,
- develop and implement multi-tier programs,
- manipulate databases in multiple ways in a program,
- design and implement a program to read to and write from flat files and use the file system,
- create a web site that successfully maintains state and uses different navigation techniques including XML documents, and
- create and consume a web service.

Development Software 3B  
(DSW03B1)

YEAR MODULE
NQF LEVEL: 6 
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to apply the relevant knowledge acquired throughout the Diploma to produce a complete software application that meets industry requirements.

OUTCOMES
Students should be able to:

- develop an integrated software project that must demonstrate all the Skills required as a culmination of all the training during their qualification,
- present various deliverables during the different phases of the development of the project, and
 produce relevant documentation according to acceptable standards.

CBE.101 ECONOMICS

Economics 1A (Diploma) (ECO11A1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this course is to introduce students to the main themes and concepts of Economics, and the application of these concepts in the students’ future role as managers and decision makers.

OUTCOMES
Students should be able to:
- fully assess the relationship between economics and the economy;
- correctly identify the different factor characteristics of the economy;
- comprehensively illustrate and discuss a basic model of the economy;
- fully examine how different methods are used to measure economic progress;
- comprehensively derive and apply demand and supply as a model for determining the prices of goods and services;
- correctly examine in what manner price and income sensitivity impacts on the revenue position of the firm;
- comprehensively derive, graphically illustrate and assess the short run production function of an individual firm and must be able to indicate the effect on production of technological development;
- correctly graphically illustrate and assess cost efficiency of the firm in the short and long run;
- fully determine price and output equilibrium in a perfect competitive environment; and
- comprehensively determine price and output equilibrium in an imperfect competitive environment.

Economics 1B (Diploma) (ECO11B1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this course is to introduce students to the main themes and concepts of macroeconomics, and the application of these concepts in the students’ future role as managers and decision makers.

OUTCOMES
Students should be able:
• discuss and analyse fully business cycles and their macroeconomic implications;
• define, discuss and evaluate the role of money and interest rates in the economy correctly;
• discuss and assess comprehensively international economics and international finance;
• derive and explain the total expenditure model fully;
• derive, discuss and apply comprehensively the aggregate demand and aggregate supply model;
• discuss the economics of development correctly;
• discuss the effect of HIV/AIDS on the labour market, economic growth and development of South Africa; and
• discuss and analyse comprehensively the most important economic issues in South Africa.

CBE.102 EMPLOYMENT RELATIONS

Employment Relations 1A  (EMR01A1)
SEMESTER MODULE
NQF LEVEL: 5  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This qualification is primarily vocational or industry specific. The knowledge emphasizes general principles and application. The purpose of the diploma is to develop students who can demonstrate focused knowledge and Skills in the field of Labour Relations. Students will gain experience in introductory Labour Relations principles and applying such knowledge and Skills in a workplace context. Module 1 A will focus on Labour relations theory and perspectives. The history of Labour Relations in South Africa; Environmental influences on Labour relations; Trade Unions goals, strategies and organisations; The role of the state, government strategies and the state as employer; South African labour law.

OUTCOMES
Students should be able to:
• distinguish and understand various Labour Relations perspectives and theory within a South African context,
• list an briefly explain the various environmental influences on labour relations,
• explain the trade union: goals, strategies and organisations,
• briefly list and discuss management strategy and employer organisations, and
• discuss the role of the state, government strategies and the state as employer.

Employment Relations 1B  (EMR01B1)
SEMESTER MODULE
NQF LEVEL: 5  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to emphasize general principles and application. Purpose is to develop students who can demonstrate focused knowledge and Skills in the field of Labour Relations. Students will gain experience in introductory Labour Relations principles and application. Module 1B will focus on subsequent section of: Labour relations theory and perspectives focusing on South Africa labour law; Employee participation, collective bargaining, workplace agreements and procedures, negotiation process, Conciliation, arbitration and labour court adjudication, Commission for the Conciliation, Mediation and Arbitration, Strikes and ‘lock-out’.

OUTCOMES
Students should be able to:
- discuss collective action within a South African context,
- examine employee participation as a means of enhancing democracy in the workplace,
- evaluate the various workplace agreements and procedures,
- develop and apply negotiation Skills,
- examine the CCMA and its purpose in the South African labour context, and
- understand the nature and procedure of strikes and lock-outs.

Employment Relations 2A (EMR02A2)
SEMESTER MODULE
NQF LEVEL: 5  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module is primarily vocational. The knowledge emphasizes general principles and application. The purpose of this module is to develop students who can demonstrate focused knowledge and Skills in the field of Human Resource Management. Typically students would be exposed to specialised knowledge, which they can immediately implement in the workplace. The Student should be able to define labour relations in its South African context, to compare the South African labour relations system with contemporary systems and economies, and to understand the South African labour market and its legislative system.

OUTCOMES
Students should be able to:
- define industrial relations as a system,
- identify role players to the industrial relations system,
- acquire a view of the socio economic influences that may impact on macro environment, and
- apply IR concepts in organisational situations.

Employment Relations 2B (EMR02B2)
SEMESTER MODULE
NQF LEVEL: 5  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
PURPOSE
This module is primarily vocational. The knowledge emphasizes general principles and application. The purpose of this module is to develop students who can demonstrate focused knowledge and Skills in the field of Human Resource Management. Typically students would be exposed to specialised knowledge, which they can immediately implement in the workplace. The Student should be able to manage an organisational labour relations system, would comprehend dispute resolution mechanisms, and to engage in basic negotiation processes.

OUTCOMES
Students should be able to:
- explain the goals of the trade unions within the SA context,
- explain worker participation in SA, and
- acquire knowledge on future trends in the South African labour relations environment.

CBE.103 END USER COMPUTING

End User Computing 1A** (EUC01A1**/EUC01A2**/ECE0YA1)

YEAR/SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5     NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the students to basic IT (information technology) terms, Skills and the basic components of a computer. The students will be able to manipulate files and use word processing application to solve business problems and to use presentation software.

OUTCOMES
Students should be able to:
- explain concepts and terms associated with information technology (IT);
- demonstrate the ability in using common functions of a pc and its operating system;
- demonstrate the ability to use a word processing application on a computer; and
- demonstrate the ability to use a presentation application on a computer.

** Students who did Computer Applications Technology (CAT) at NSC Grade 12 level with at least a 50% pass mark (APS = 4 or higher) are allowed to write a 'Recognition of prior learning (RPL)' assessment for End User Computing 1A (EUC01A1). On passing this RPL assessment with a final mark of at least 65%, the student would have proved that (s)he has the required expertise needed for EUC01A1 and will therefore be granted a credit for the module.

If a qualifying student wishes to write the RPL assessment (s)he needs to register for both EUC01A1 (the academic module) as well as EUC01AR (the RPL exam). On passing the RPL assessment (EUC01AR) with 65% (s)he will be granted a credit for the module (EUC01A1). If a student fails the RPL assessment (EUC01AR) (s)he will remain registered for EUC01A1. A fee of R500 is attached to the RPL assessment.
If a student passes the RPL assessment (EUC01AR) (s)he will be exempted from the module (EUC01A1). If a student fails the RPL assessment (EUC01AR), it will be reflected as such on the student’s academic transcript.

Students enrolled for the Extended Diplomas and registering for ECE0YA1 does not qualify to do the RPL test.

**End-User Computing 1B**

_EUC01B1***_  
NQF LEVEL: 5  
NQF CREDITS: 16

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to use spreadsheet applications and database application software to solve business problems. The students will also be able to search the internet and utilize e-mail.

**OUTCOMES**

Students should be able to:
- explain concepts and terms associated with using the internet,
- demonstrate the ability to use e-mail software on a computer,
- demonstrate the ability to use a spreadsheet application on a computer, and
- demonstrate the ability to use a database on a computer.

*** Students are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for End User Computing 1B (EUC01B1). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for EUC01B1 and will therefore be granted a credit for the module.

If a student wishes to write the RPL assessment (s)he needs to register for both EUC01B1 (the academic module) as well as EUC01BR, (the RPL exam). On passing the RPL assessment (EUC01BR) with 65% (s)he will be granted a credit for the module (EUC01B1). If a student fails the RPL assessment (EUC01BR) (s)he will remain registered for EUC01B1. No fee is attached to the RPL assessment (EUC01BR). If a student passes the RPL assessment (EUC01BR) (s)he will be exempted from the module (EUC01B1). Also note that a fail on the RPL assessment (EUC01BR) will be reflected as such on the student’s academic transcript.

**CBE.104 ENTREPRENEURIAL GROWTH STRATEGIES**

**Entrepreneurial Growth Strategies A**  
_EGS01A1_  
SEMESTER MODULE  
NQF LEVEL: 6  
NQF CREDITS: 16

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to develop intellectual competencies in identifying opportunities for business growth, and to understand different theories and models for business growth.

OUTCOMES
Students should be able to:
- know the Basics of Economics,
- identify and Interpret the significance of the Economic Cycles,
- demonstrate knowledge and causes of business growth,
- show the relationships between the different growth aspects,
- know the different venture cycles and indicate how these are to be managed,
- know the different growth methods,
- know how to finance business growth,
- identify risk implications during growth, and
- recommend growth strategies.

Entrepreneurial Growth Strategies B (EGS01B1)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to develop intellectual competencies and practical skills in acquisition, analysis, interpretation and application of the underlying theories, models and approaches to the concepts of entrepreneurial business risk, growth strategies and turnaround strategies in order to ensure business sustainability and growth.

OUTCOMES
Students should be able to:
- know The basics of entrepreneurial growth strategies,
- calculate and analyse risk,
- know how to manage risk down, and growth up,
- analyse causes for business failure,
- analyse and appraise strategies for the venture in trouble (Venture Turnaround),
- appraise growth options, alternatives and methods,
- know the Implications of the options of growth financing,
- identify opportunities in the venture capital and private equity market for business growth, and
- how to go about an Initial public offering.

CBE.105 ENTREPRENEURIAL STRATEGY IMPLEMENTATION

Entrepreneurial Strategy Implementation (ESI03YC)
YEAR MODULE
NQF LEVEL: 6
NQF CREDITS: 32
CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is for the student to have the competence to apply essential business strategies, principles and techniques to innovate and create a business venture, or to advice on an existing business venture to ensure its effective functioning and organic growth. The cognitive level of students will be enhanced through the integrated practical application of knowledge gained during the first, second as well as third year of study.

OUTCOMES
Students should be able to:
- apply project management principles,
- starting, running and growing a business venture – analysing, and reducing risk and financial exposure,
- growing entrepreneurial business ventures,
- understand and practice social responsibility, and
- apply entrepreneurial professionalism.

CBE.106 ENTREPRENEURSHIP

Entrepreneurship 1A (ENT01A1)
SEMESTER MODULE
NQF LEVEL: 5 NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with a thorough introduction to entrepreneurship theories, and the entrepreneurial mind-set, in order to prepare them to successfully plan, launch and manage their own venture in various occupational contexts.

OUTCOMES
Students should be able to:
- know the Introduction to entrepreneurship and business,
- understand what is an entrepreneur,
- distinguish between the varieties of entrepreneurship,
- know the entrepreneurial life and passion,
- understand the entrepreneurial mind-set,
- understand The corporate entrepreneurial mind-set,
- know the revolutionary impact of entrepreneurship,
- know what social entrepreneurship is and the importance of ethics,
- know the basics of creativity and innovation,
- know different methods to Initiate ventures, and
- know how networking and support can assist a venture.
Entrepreneurship 1B (ENT01B1)  
SEMESTER MODULE  
NQF LEVEL: 5  
NQF CREDITS: 12

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE  
The purpose of this module is to equip students to think conceptually about business start-up strategies and legal issues, as well as how to protect their interests, ideas and concepts.

OUTCOMES  
Students should be able to:
- identify The Legal Challenges in Entrepreneurship Ventures,
- understand The Legislative Requirements That May Affect Business such as,
- know The Impact of Debt Agreements – Security, Surety,
- understand The Impact of Bankruptcy,
- know How To Protect Your Interests, Ideas and Concepts Through,
- know The Difference between Franchises and Own Start-up, and
- know Different Start-up Strategies.

Entrepreneurship 2A (ENT02A2)  
SEMESTER MODULE  
NQF LEVEL: 6  
NQF CREDITS: 16

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE  
The purpose of this module is to identify opportunities through the use of creativity and innovation for a new or existing venture and be able to analyse the feasibility of different ideas, and turn it into a business plan.

OUTCOMES  
Students should be able to:
- know how the cognitive processes enhances Creativity and Innovation (Value Creation),
- identify and screen different business opportunities for selection,
- use Strategic Management and its processes to recommend the best strategies for a business,
- know how to enhance Competitiveness, and
- construct a successful Business Plan.

Entrepreneurship 2B (ENT02B2)  
SEMESTER MODULE  
NQF LEVEL: 6  
NQF CREDITS: 16

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%
PURPOSE
The purpose of this module is to understand the business environment as well as the successful management of a business venture. This includes the productive management of limited resources to obtain a profitable result.

OUTCOMES
Students should be able to:

• recommend A Strategy Implementation Process (Business Plan Implementation),
• evaluate the different Financing Options, and select and implement the best financing method,
• know how to manage all resources including Human Resources through Professional Management and Leadership,
• identify and explain the Management Functions of an Entrepreneur,
• provide a practical Operations Management Systems implementation plan,
• be able to recommend measures to improve Productivity, Effectiveness, Efficiency,
• analyse the relationship between productivity and Profitability, Profits, Competitiveness and Sustainability,
• create Policies, Processes and Procedures, with the aim to systemise the Business in order to enhance business sustainability,
• explain the Recruitment Process, and
• know how to Manage Human Resources Effectively.

Entrepreneurship 3A
(ENT03A3)
SEMESTER MODULE
NQF LEVEL:  6             NQF CREDITS:  16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an understanding of advanced entrepreneurial perspectives. Students will learn economic theory, in terms of the local micro and macro environments as well as the global environment. Students will also learn how to grow their businesses through systemising it, enhancing its value in order to understand how to franchise a business.

OUTCOMES
Students should be able to:

• analyse the Micro and Macro Economic environment out of the perspective of an Entrepreneur,
• analyse and Appraise The global environment: The global monetary/financial system and its impact on the Entrepreneur,
• appreciate and Analyse Appropriate Risk Management Issues,
• valuation and Analysis of the value of an enterprise,
• analyse the issues relating to Buying and Selling a Business,
• analyse and Make Recommendations on how to Systemize the Business, and
• analyse and Recommend On How To Effectively Franchise a Business (Creating a Franchise).
Entrepreneurship 3B
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an understanding of an advanced entrepreneurial perspective. Students will learn how to make provision for succession, and how to take their business into a sustainable enterprise. Students will also learn the differences between Family and Non-Family Businesses.

OUTCOMES
Students should be able to:
- recognise and analyse the impact and opportunities of Globalization,
- analyse and implement strategies to exploit the International Business Environment,
- recommend Possible Rapid Expansion Strategies to a Business Owner,
- analyse and Recommend International strategies to entrepreneurs,
- analyse and Recommend an appropriate Transition path of Entrepreneur to Business Owner,
- analyse and Recommend Entrepreneurial Succession Strategies for Sustainability,
- analyse and Appraise The family business Environment, and
- apply Research Principles for Entrepreneurs.

CBE.107 FINANCIAL ACCOUNTING

Financial Accounting 1A
COUPLET MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the student to basic accounting principles, concepts and processes. Using technology-assisted learning this module integrates the theory with a practical element and the student will work with a computer-based entity (sole trader) on which aspects of this module can be practised. The module introduces the accounting process for recording of transactions from source documents through to the preparation of the financial statements of a sole trader. The focus is on the measurement and recognition of Value Added Tax (VAT), assets, liabilities, income and expenses; recognition of accounting adjustments and period end adjustments.

OUTCOMES
Students should be able to:
- integrate the technology-assisted learning by means of an accounting software package throughout the module;
Financial Accounting 1B (FAC11B1)

OUTCOMES
Students should be able to:
- integrate the technology-assisted learning by means of an accounting software package throughout the module;
- convert a sole trader to a partnership;
- measure and recognise the transactions in a partnership and account for changes in partnership;
- understand the accounting tools (accounting equation) and the accounting implication of transactions;
- measure and recognise Value Added Tax (VAT);
- prepare source documents, journal entries and general ledger accounts by using the accounting software;
- set up and monitor individual trade receivables accounts;
- record transactions in the general journal and the respective subsidiary ledgers;
- reconcile the cashbook to the bank statement balance;
- reconcile the subsidiary ledgers to the control accounts for trade receivables and payables;
- prepare and record journal entries for accounting adjustments, correction of errors and period end adjustments;
- identify, measure and recognise the inventories as per section 13 of IFRS for SMEs;
- present basic financial statements for a partnership;
- identify, recognise and measure property, plant and equipment in terms of Section 17;
- identify, recognise and measure revenue in terms of Section 23; and
- identify, recognise and measure share transactions.

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the partnership as well as companies as a form of a legal entity. Using technology-assisted learning, this module integrates the financial accounting theory with a practical element and the student works with a computer-based entity (partnership) on which aspects of this module can be practised.

The module will reinforce the accounting process for the recording of transactions from source documents through to the financial statements of a partnership. The focus is on the measurement and recognition of Value Added Tax (VAT), assets, liabilities, income and expenses, recognition of accounting adjustments and period end adjustments.

OUTCOMES
Students should be able to:
- integrate the technology-assisted learning by means of an accounting software package throughout the module;
- convert a sole trader to a partnership;
- measure and recognise the transactions in a partnership and account for changes in partnership;
- understand the accounting tools (accounting equation) and the accounting implication of transactions;
- measure and recognise Value Added Tax (VAT);
- prepare source documents, journal entries and general ledger accounts by using the accounting software;
• set up and monitor individual trade receivables accounts;
• record transactions in the general journal and the respective subsidiary ledgers;
• reconcile the cashbook to the bank statement balance;
• reconcile the subsidiary ledgers to the control accounts for trade receivables and
  payables;
• prepare and record journal entries for accounting adjustments, correction of errors
  and period end adjustments;
• identify, measure and recognise the inventories as per section 13 of IFRS for SMEs;
• present basic financial statements for a partnership;
• identify, recognise and measure property, plant and equipment in terms of Section
  17;
• identify, recognise and measure revenue in terms of Section 23; and
• identify, recognise and measure share transactions.

Financial Accounting 2A

[FAC22A2]

COUPLEx MODULE

NEW NQF/OLD NQF LEVEL 5

NQF CREDITS: 12

CALCULATION CRITERIA

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE

The purpose of this module is to extend the knowledge students acquired from Financial
Accounting 1A and 1B by focusing more specifically on accounting principles applied
within a specific accounting standard.
• Using technology-assisted learning, this module integrates the theory with a practical
  element and the student will work with a computer-based entity (sole trader, and other
  business entities including small and medium-sized entities (SMEs), private entities
  and non-publicly accountable entities) on which aspects of this module can be
  practised.
• Students must know the rules and procedures governing business entities including
  small and medium sized entities (SMEs) private entities and non-publicly accountable
  entities .Students must be able to understand the conceptual framework as a base,
together with the Framework for Small Medium Enterprises (SMEs) and International
Accounting Standards 1 (IAS1) / International Financial Reporting Standards (IFRS)
as a guide for the preparation and presentation of financial statements for entities to
comply with the relevant standards.
• Students must know all the difference classes of shares and be able to classify these
  different classes of shares correctly in the financial statements.
• Students must be able to recognise, classify and measure various line items in the
  statement of financial position, statement of comprehensive income and statement
  changes in equity according to their relevant International Accounting Standards.
• Students should be able to apply this to the following items:
  - Share transactions
  - Revenue
  - Inventories
  - Borrowing costs
• Students should be able to apply the principles of Value Added Taxation (VAT) to all
  various accounting transactions.
• Students should be able to apply the foreign exchange principles to various
  accounting transactions.
OUTCOMES
Students should be able to:

- integrate the technology-assisted learning by means of an accounting software package throughout the module;
- apply rules and procedures governing business entities including small and medium-sized entities (SMEs), private entities and non-publicly accountable entities;
- convert business entities including small and medium-sized entities (SMEs), private entities and non-publicly accountable entities;
- prepare and present the Annual Financial Statements in terms of the following Frameworks:
  - Framework for the Preparation and Presentation of Financial Statements
  - Framework for Small Medium Enterprises’ (SMEs)
- identify, recognise, measure, present and disclose Share transactions in terms of Section 3;
- identify, recognise, measure, present and disclose Revenue in terms of Section 23;
- identify, recognise, measure, present and disclose Inventories in terms of Section 13;
- identify, recognise, measure, present and disclose Borrowing Costs in terms of Section 25;
- apply various value added taxation principles to all accounting transactions; and
- apply foreign exchange principles to various accounting transactions in terms of Section 30.

Financial Accounting 2B (FAC22B2)
COUPLER MODULE
NEW NQF/OLD NQF LEVEL 5 NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to extend the knowledge students acquired from Financial Accounting 2A and focus more specifically on accounting principles applied within a specific accounting standard. Using technology-assisted learning, this module integrates the theory with a practical element and the students will work with a computer-based entity (companies) on which aspects of this module can be practised. Students must be able to recognise, classify and measure various line items in the statement of financial position, statement of comprehensive income and statement changes in equity according to their relevant International Financial Reporting Standards. Students should be able to apply this to the following items: property plant and equipment, impairment of assets, provisions, contingent liabilities and contingent assets, financial instruments relating specifically to equity, events after the reporting period a Students should be able to apply the principles of Value Added Taxation (VAT) to all accounting transactions where applicable Students should be able to apply the foreign exchange principles to accounting transactions where applicable. Students should also be able to calculate, analyse and interpret the ratios related to a company’s financial statements, with the aid of accounting software, where applicable.

OUTCOMES
Students should be able to:

- integrate the technology-assisted learning by means of an accounting software package throughout the module;
• identify, recognise, measure, present and disclose Property plant and equipment in terms of Section 17;
• identify, recognise, measure, present and disclose Impairment of assets in terms of Section 27;
• identify, recognise, measure, present and disclose Provisions, contingent liabilities and contingent assets in terms of Section 21;
• identify, recognise, measure, present and disclose Financial Instruments specifically regarding Equity in terms of Section 13;
• identify, recognise, measure, present and disclose Events After the Reporting Period in terms of Section 32;
• apply various value added taxation (VAT) principles to all accounting transactions where applicable;
• apply foreign exchange principles to all accounting transactions where applicable in terms of Section 30; and
• analyse and interpret financial statements.

Financial Accounting 3A (FAC33A3)
COUPLE MODULE
NEW NQF/OLD NQF LEVEL 6 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with the knowledge to identify, measure, recognise, present and disclose advanced transactions and events in entities with the focus on International Financial Reporting Standards for Small and Medium Entities, with the aid of accounting software, where applicable.

OUTCOMES
Students should be able to:
• identify, recognise, measure, present and disclose Property, plant and equipment;
• identify, recognise, measure, present and disclose Intangible Assets;
• identify, recognise, present and disclose Borrowing Costs;
• identify, recognise, measure, present and disclose Impairment of Assets;
• identify, recognise, measure, present and disclose Leases; and
• identify, recognise, measure and present Financial Instruments.

Financial Accounting 3B (FAC33B3)
COUPLE MODULE
NEW NQF/OLD NQF LEVEL 6 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with the knowledge to prepare and present consolidated financial statements of companies, cash flow statements (non-consolidated), advanced equity related transactions, and analysis and interpretation of financial statements with the aid of accounting software, where applicable.
OUTCOMES
Students should be able to:
- consolidate simple groups;
- prepare cash flow statements;
- identify, recognise, measure, present and disclose the reduction of share capital;
- measure, present and disclose earnings per share; and
- analyse and interpret financial statements.

CBE.108 FINANCIAL MANAGEMENT COMPONENT

Financial Management Component 2B (TTM22B2)
NQF LEVEL: 5 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to for students to be capable of applying basic accounting principles for effective financial decision-making in the tourism organization. Students will receive guidance on how to manage the tourism business in a sustainable financial way by the integration of foundational, practical and reflective competence.

OUTCOMES
Students should be able to:
- describe the components and interrelationships of the different categories of accounts,
- explain double entry accounting, debit and credit and apply the basic rules governing the proper application of debit and credit in relation to major account classification,
- explain the layout and application of the books of first entry and accounting system in a tourism enterprise,
- explain and prepare reconciliation and month end accounting procedures, and
- differentiate between, balance sheet, statement of changes in equity and an income statement and identify the financial information reported by each.

CBE.109 FINANCIAL MARKET REGULATORY ENVIRONMENT

Financial Market Regulatory Environment 3A (FMR33A3)
SEMESTER MODULE
NEW NQF LEVEL 6 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to equip students to apply legal knowledge on the South African financial markets in a financial market environment.

OUTCOMES
Students should be able to:
- identify and discuss the broad South Africa financial market regulatory environment; and
- explain the fundamental regulatory acts in the South African financial markets.

Financial Market Regulatory Environment 3B (FMR33B3)
SEMESTER MODULE
NEW NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to give the student the ability to notice illegal activities in finance, and grasp the international regulatory environment and its function.

OUTCOMES
Students should be able to:
- identify and discuss the international regulation environment, compliance function, financial crime, integrity and corporate governance.

CBE.110 FINANCIAL PLANNING OPERATIONS

Financial Planning Operations 3B (FPO33B3)
SEMESTER MODULE
NEW NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with the knowledge of financial planning and its related operations and the associated regulations in South Africa.

OUTCOMES
Students should be able to:
- apply the six-step Financial Planning process;
- explain the function of role-players in the financial services industry and apply various anti-money laundering and counter-terrorist financing legislation applicable to financial planners;
- calculate the normal tax liability and capital gains tax payable by a natural person;
- distinguish between testate and intestate succession;
- discuss the significance of matrimonial property law in financial planning; and
• conduct basic estate duty calculations and apply various estate planning techniques.

CBE.111 FINANCIAL SERVICES ANALYSIS

Financial Services Analysis 2A  (FSA22A2)
SEMESTER MODULE
NEW NQF LEVEL 5  NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to further build on financial mathematics for business 1A and 1B as well as financial services computing 1A. It will develop higher level financial mathematics skills and combine it with a technology approach

OUTCOMES
Students should be able to:
• Understand the concept of time value for money;
• Solve the simple, compound and continuous interest rate calculations applied to the financial services industry;
• Solve the effective rate of return calculation applied to the financial services industry;
• Solve for recurring payments, annuities, and perpetuities applied to the financial services industry;
• Calculate future value and present value calculations applied to the financial services industry;
• Understand the principles of net present value (NPV) and internal rate of return (IRR) applied to the financial services industry;
• Understand the amortisation principles and computation is applied to the financial services industry; and
• Perform all the above calculation on computer software that is widely used with the financial services industry.

CBE.112 FINANCIAL SERVICES COMPUTING

Financial Services Computing 1A  (FSC11A1)
SEMESTER MODULE
NEW NQF LEVEL 5  NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to introduce students to general computer applications commonly used in financial services operations. Students will be equipped with the necessary skills for end user computing as well as academic and financial industry applications.

OUTCOMES
Students should be able to:
• Demonstrate both theoretical and practical use of the following computer based tasks to:
  − save, retrieve files and navigate basic operating system for end user computing;
  − use basic functions for successful end user computing;
  − use a word processing application, such as Microsoft Word;
  − use a presentation application, such as Microsoft PowerPoint;
  − use a data analysis application, such as Microsoft Excel;
• Demonstrate understanding with computer applications on practical cases studies such as:
  − loan amortisation analysis;
  − ordinary least square regression analysis;
  − editing research articles; and
  − presentation skills.

CBE.113 FINANCIAL SERVICES ECONOMICS

Financial Services Economics 1A (FSE11A1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce financial services operations students to some understanding of the functioning of the economy and to appreciate issues involved in current controversies over economic policy, including economic theory and the concepts of supply and demand.

OUTCOMES
Students should be able to:
• Discuss economic theory;
• Explain the basic concepts of price theory, individual competitive markets and demand and supply;
• Apply the theory of demand including the effects in price changes and household demand; and
• Apply the theory of supply, including cost theory, to profit maximisation and monopolies.
**Financial Services Economics 1B**  
(SEMESTER MODULE)  
NEW NQF LEVEL 5  
NQF CREDITS: 12

**CALCULATION CRITERIA**  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**  
The purpose of this module is to introduce financial services operations students to some understanding of the functioning of the economy and to appreciate issues involved in current controversies over economic policy relating to microeconomic theory and the determination of national income.

**OUTCOMES**  
Students should be able to:  
- Discuss microeconomic theory, including debating the case for and against the free market system;
- Illustrate the determination of national income using simple and compound models; and
- Discuss current economic and financial services affairs.

**CBE.114 FINANCIAL SERVICES OPERATIONS**

**Financial Services Operations 2A**  
(COUPLET MODULE)  
NEW NQF LEVEL 5  
NQF CREDITS: 12

**CALCULATION CRITERIA**  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**  
The purpose of this module is to introduce students to the financial services industry with a particular focus on investments.

**OUTCOMES**  
Students should be able to:  
- Identify the role of financial services industry, and its participants;
- Describe the relationship between the economic environment and financial markets;
- Distinguish between the different types of financial assets; and
- Describe the prominent financial markets instruments and other financial products.

**Financial Services Operations 2B**  
(COUPLET MODULE)  
NEW NQF LEVEL 5  
NQF CREDITS: 12

**CALCULATION CRITERIA**  
Minimum Full Period Mark for Examination Admission – 40%
PURPOSE
The purpose of this module is to advance the students' learning in the financial services industry by introducing them to the fundamentals of financial markets, as well as portfolio management and performance measurement.

OUTCOMES
Students should be able to:
- Identify the nature of financial crises and the efficient market hypothesis;
- Identifying interest rates and recognizing their role in valuation;
- Explain the nature of risk and return, behavioural analysis and the technical analysis of securities; and
- Identifying the different financial markets and explain how they relate to risk and return.

Financial Services Operations 3A (FSO33A3)
SEMESTER MODULE
NEW NQF LEVEL 6 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to supply students with the skills to explain the concepts global securities operations environment including the settlement processes involved.

OUTCOMES
Students should be able to:
- Identify the features of financial markets instruments and markets;
- Understand the purpose; and features of financial markets participants;
- Analyse the different steps in a financial markets transactions;
- Discuss the safekeeping of customer assets; and
- Identify and solve the various types of corporate actions.

Financial Services Operations 3B (FSO33B3)
SEMESTER MODULE
NEW NQF LEVEL 6 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with the skills to solve tax consequences, risk in operations, property valuation and grasp as understanding of the Islamic Financial Services in the global economic environment.
OUTCOMES

Students should be able to:
- Discuss and solve the tax consequences of financial instruments;
- Discuss risk in global securities operations;
- Identify property valuation principles;
- Solve basic property valuation problems; and
- Discuss Islamic financial services in the global environment.

CBE.115 FINANCIAL SERVICES PREPARATIONS

Financial Services Preparation 3A (FSP33A3)

SEMESTER MODULE

NEW NQF LEVEL 6 NQF CREDITS: 16

CALCULATION CRITERIA

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE

The purpose of this module is to educate students on the necessitated nature of professionalism, administrative Skills, emotional intelligence, time management, ethics and information management in the financial services industry.

OUTCOMES

Students should be able to:
- demonstrate effective administrative Skills by being organised, punctual and effective in verbal and written communication Skills;
- deliver an idea clearly effectively and with confidence as well as demonstrate active listening and responding in a clear and confident manner;
- act professionally with co-workers, clients, suppliers or investors by being well-mannered and considerate in dealing with others, including business email etiquette, telephone etiquette and professional dressing;
- demonstrate emotional intelligence by managing and acting accordingly in different situations;
- identify and analyse personal work related problems and find logical solutions;
- efficiently conduct a job search by producing a professional CV, cover letter, navigate the process of looking for a job and following the correct protocols during an interview;
- time manage themselves by setting goals and priorities to ensure that daily activities are completed efficiently and that the student is punctual;
- demonstrate ethics, morals and professionalism in all activities;
- build a good rapport, interact and work effectively with others;
- distinguish between the role of leader and follower and play the role of leader and follower accordingly;
- recognise and respect other’s attitude, behaviour and beliefs;
- contribution to the planning and coordination of group work; and
- find and manage relevant information from various sources to demonstrate an efficient work commitment and a desire to learn and improve oneself.
CBE.116 FIRST AID

First Aid (FAF01Y1)
YEAR MODULE
NQF LEVEL: 5 NQF CREDITS: 2

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is to be capable in applying the principles of occupational health, safety and security in hospitality enterprises to maintain a healthy and safe environment for both clients and staff. (Foundational and practical competence).

OUTCOMES
Students should be able to:
• Practice first aid.

CBE.117 FOOD AND BEVERAGE FINANCIALS

Food and Beverage Financials 1 (FBF01Y1)
YEAR MODULE
NQF LEVEL: 5 NQF CREDITS: 16

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
To be capable in applying basic hospitality accounting principles and food costing to contribute to effective decision-making and sustainability of the hospitality enterprise. (Foundational, practical and reflective competence)

OUTCOMES
Students should be able to apply:
• the basic principles of hospitality accounting used to provide financial information to make economic decisions for hospitality enterprises and their different departments, and
• explain why it is important for hospitality managers to understand the basic theory and practice of accounting.

Food and Beverage Financials 2 (FBF02Y2)
YEAR MODULE
NQF LEVEL: 6 NQF CREDITS: 12

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is to use a range of financial management tools to contribute to effective decision-making and sustainability of the hospitality enterprise
OUTCOMES
Students should be able to:

- apply accounting principles in various types of Hospitality units with reference to food and beverage management and profit, clubs and casinos, banqueting and events.

**Food and Beverage Financials 3**

(FBF03A3)

SEMESTER MODULE

NQF LEVEL: 6

NQF CREDITS: 12

CALCULATION CRITERIA

Continuous Assessment

PURPOSE

The purpose of this module is to be capable in applying a range of financial management tools to contribute to effective decision-making and sustainability of the hospitality enterprise.

OUTCOMES

Students should be able to:

- apply the basic principles of accounting in order to contribute to the management of basic financial functions and the contribution of financial information which is required to manage a hospitality operation effectively.

**CBE.118 FOOD AND BEVERAGE INFORMATION TECHNOLOGY**

Food and Beverage Information Technology

(FBIT1Y1)

YEAR MODULE

NQF LEVEL: 6

NQF CREDITS: 12

CALCULATION CRITERIA

Continuous Assessment

PURPOSE

The purpose of this module is for the student to be able to use various modes of accessing and communicating information, including information technology, effectively in order to promote the Hospitality Industry in a changing business environment.

OUTCOMES

Students should be able to:

- organise and present information using a computerised system;
- access and operate modern accounting information systems, and
- select, implement, use, and update suitable food and beverage software systems to meet organisational needs.
CBE.119 FOOD AND BEVERAGE LAWS AND REGULATIONS

Food and Beverage Laws and Regulations 1       (FBLR1Y1)
YEAR MODULE
NQF LEVEL:  6                  NQF CREDITS: 12

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is for the student to apply a range of hospitality business Skills which will contribute to effective decision-making, as well as the execution and supervision of hospitality operations, through a thorough understanding of the different types of legislative requirements for all hospitality operations.

OUTCOMES
The principles contained in the range of laws applicable when setting up and operating a hospitality enterprise are correctly interpreted.

Food and Beverage Laws and Regulations 2     (FBLR2A2)
SEMESTER MODULE
NQF LEVEL:  6                 NQF CREDITS: 12

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is for the student to use a range of business management Skills to contribute to effective management of the Hospitality enterprise. Understand the importance of human resources and the Skills development for Hospitality Industry. Manage the relations between management and employees. Describe and manage conflict arising in the work place. Conduct disciplinary and grievance procedures.

OUTCOMES
Students should be able to:
• comply with the requirements of social legislation in hospitality related situations, and
• comply with the South African labour relations laws in hospitality related situations.

CBE.120 FOOD AND BEVERAGE OPERATIONS

Food and Beverage Operations 1     (FBO01Y1)
YEAR MODULE
NQF LEVEL:  5                 NQF CREDITS: 16

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is to be capable in performing the operational procedures of a variety of food service outlets in a profitable manner. (Foundational, practical and reflective competence).
OUTCOMES
Students should be able to:
• explain the scope of the food and beverage industry,
• evaluate and select a suitable food production system for a specific need,
• recommend different food and beverage service systems according to organisational needs,
• compare quotes on food and beverage equipment and select most appropriate equipment according to organisational needs,
• develop standardised recipes for various needs, and
• explain the concepts of food and beverage administration, purchasing, storage and production procedures.

Food and Beverage Operations 2 (Theory) (FBOT2Y2)
YEAR MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is for the student to be familiar with the operational procedures of a variety of food service outlets.

OUTCOMES
Students should be able to:
• understand the development, sectors and current issues of the food and beverage industry.
• describe various food production systems
• understand components and applications of different food and beverage distribution and delivery systems
• understand how to purchase food and beverage equipment according to specifications and organisational needs
• understand and plan advanced menus
• standardise recipes, and
• understand the concepts of food and beverage administration, purchasing, storage and production procedures.

Food and Beverage Operations 3 (FBO03A3)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 12

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is to let the student obtain the Skills of planning and managing food and beverage outlets and to be capable to improve the operational procedures of a variety of food service outlets in a profitable manner as well as the capability to manage and maintain the principles related to events so that the expectations of the target market are exceeded.
OUTCOMES
Students should be able to:
• operational facilities and procedures for a food and beverage facility associated with volume production are designed, planned and/or improved,
• interpretation of contracts, and concepts of administration and production procedures for corporate providers of food and beverage are applied,
• retailing concepts related to the food and beverage industry are described, and
• functions or events are planned, co-coordinated and presented according to sound business principles.

CBE.121 FOOD AND BEVERAGE SERVICE

Food and Beverage Service 1 Practical (FBSP1Y1)
YEAR MODULE
NQF LEVEL: 5
NQF CREDITS: 10
CALCULATION CRITERIA
Continuous Assessment
PURPOSE
The purpose of this module is to be capable in performing operational food and beverage service in the Hospitality Industry. (Foundational and practical competence).

OUTCOMES
Students should be able to:
• apply restaurant infrastructure and procedures according to professional standards in order to carry out basic food and beverage service.

Food and Beverage Service 1 Theory (FBST1Y1)
YEAR MODULE
NQF LEVEL: 5
NQF CREDITS: 10
CALCULATION CRITERIA
Continuous Assessment
PURPOSE
The purpose of this module is to be capable in performing operational food and beverage service in the Hospitality Industry. (Foundational and practical competence).

OUTCOMES
Students should be able to:
• apply restaurant infrastructure and procedures according to professional standards in order to carry out basic food and beverage service.

Food and Beverage Service 2 Practical (FBSP2Y2)
YEAR MODULE
NQF LEVEL: 6
NQF CREDITS: 10
CALCULATION CRITERIA
Continuous Assessment
PURPOSE
The purpose of this module is to be capable in performing operational food and beverage service in the Hospitality Industry. (Foundational and practical competence).

OUTCOMES
Students should be able to:
- apply restaurant infrastructure and procedures according to professional standards in order to carry out basic food and beverage service.

Food and Beverage Service 2 Theory
(FBST2Y2)
YEAR MODULE
NQF LEVEL: 6
NQF CREDITS: 10

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is to be capable in maintaining the operational practices and structures of food and beverage service in the Hospitality Industry. (Foundational, practical and reflective competence).

OUTCOMES
Advanced food and beverage service is supervised and maintained in a variety of restaurants and food service outlets in terms of legislative requirements, operations, costing and control measures.

CBE.122 FOOD SERVICE ECONOMICS

Food Service Economics
(FSE01A1)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is to use a range of business management Skills to develop a business plan as well as to apply economic and sound financial principles.

OUTCOMES
Students should be able to:
- describe the entrepreneurial Skills required to open a F and B/hospitality enterprise within South Africa and develop a business plan for a small F and B establishment.
- understand the management process of bidding, securing and organising events
- explain how economic principles are applied within the context of the Tourism/F and B/Hospitality Industry; and
- financial management and Risk management of events
CBE.123 FOOD SERVICE MANAGEMENT

Food Service Management (FSM01A1)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16
CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module it to use a range of business marketing Skills to develop a business plan as well as to secure business.

OUTCOMES
Students should be able to:
• apply the marketing Skills required to open a F and B/hospitality enterprise within South Africa when developing a business plan for a small F and B establishment,
• explain how a quality programme would benefit a F and B/hospitality enterprise by analysing the system in use in order to improved quality using international companies as benchmarks, and
• understand the marketing process in securing business.

CBE.124 FUNDAMENTALS OF FINANCIAL SERVICES

Fundamentals of Financial Services 1A (FFS11A1)
SEMESTER MODULE
NEW NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide a student with the relevant knowledge about the role of finance in everyday life and to be able to grasp the concepts related to everyday financial services.

OUTCOMES
Students should be able to:
• explain the role money plays in life and the number of money-related decisions made on an average day;
• discuss attitudes to money, how they are formed and how it may differ from one person to another;
• identify what people’s money motivations are, so they make money decisions that are right for their circumstances;
• explain what the difference is between credit and store cards;
• discuss how bank overdrafts work;
• explain what interest is and how it is calculated; and
• discuss where to go to borrow money.

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CBE.125 FUNDAMENTAL RESEARCH PRACTICE

Fundamental Research Practice (FRP10Y1)
YEAR MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 70%
Examination Mark Weight – 30%

PURPOSE
This module has been designed for students who are entering the first year of an extended diploma course at the University of Johannesburg. Through this module they will improve their ability to use English and research Skills effectively and appropriately when communicating in writing or when speaking. They will acquire reading, writing, thinking, speaking, listening and research Skills and their vocabulary will expand to assist them in communicating purposefully and accurately throughout their academic and business career. Furthermore, the module aims to promote their full participation in the learning process, with special emphasis on academic research and writing. This will require them to be an active student. Students will also realise that the English and research Skills, knowledge and concepts that they have can be integrated into all their mainstream modules.

OUTCOMES
Students should be able to:
• Speak and present English with confidence using communication strategies for specific purposes and situations using precise subject-specific vocabulary
• Listen with understanding for pertinent facts and concepts, which also enable the student to make notes and annotations within the class environment, and follow given instructions accurately
• Recognise language weaknesses, improve on them and eliminate common errors within the written and spoken context.
• Read, understand and analyse academic texts critically.
• Plan and write well-constructed and researched texts, essays and relevant documents.
• Conduct extensive research according to given guidelines in the library and on evaluated, valid online websites.
• Access, process, evaluate and use information from a variety of sources and situations

CBE.126 FUNDAMENTALS OF BUSINESS MATHEMATICS

Fundamentals of Business Mathematics (FBM10Y1)
YEAR MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to seek to provide foundational quantitative proficiency which involves having confidence and competence when working with numbers.

OUTCOMES
Students should be able to:
- Use basic algebraic ideas to solve mathematical problems situated in social, workplace and business contexts
- Perform numerous calculations
- Use descriptive statistics to do investigations and write reports; and
- Use appropriate technology to solve mathematical problems.

CBE.127 GASTRONOMY

Gastronomy 1 Practical  (GTNP1Y1)
YEAR MODULE
NQF LEVEL: 5  NQF CREDITS: 10
CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is to be able to use a range of various preparation methods and Skills in the preparation of conventional and convenience foods

OUTCOMES
Students should be able to:
- demonstrate hygienic food preparation and safe equipment handling according to standard professional practice,
- demonstrate an application of the preparation of conventional and convenience foods using various preparation methods and skills, and
- reading and understanding of basic recipes.

Gastronomy 1 Theory  (GTNT1Y1)
YEAR MODULE
NQF LEVEL: 5  NQF CREDITS: 10
CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is for the student to have an understanding of theoretical culinary knowledge and practical cooking Skills, follow workplace hygiene procedures, and have fundamentals of world cuisines and how the industry has developed thus far.

OUTCOMES
Students should be able to:
- identify safe and hygienic standard professional practices with regard to food preparation equipment
- explain the layout and workflow of kitchens and brigade
• identify the sources of nutrients for the human body and state their functions; and
• understand the history of gastronomy and factors that have influenced its development.

Gastronomy 2 Practical

YEAR MODULE
NQF LEVEL: 6
NQF CREDITS: 10

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is to prepare a range of dishes requiring intermediate skill, develop and cost recipes whilst still maintaining a safe hygienic environment.

OUTCOMES
Students should be able to:
• hygienic food preparation and safe equipment handling according to standard professional practice,
• demonstrate an application of the preparation of foods requiring various preparation methods and greater Skills,
• reading, develop and cost basic recipes, and
• recipes are modified and a range of menu items suited to a variety of food outlets is planned, prepared and presented in order to cater for the nutritional, dietary and cultural demands of various customer groups.

Gastronomy 2 Theory

YEAR MODULE
NQF LEVEL: 6
NQF CREDITS: 10

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is to have an understanding of menu planning with sound nutritional principles to cater for individuals of varying ethnic backgrounds. Have theoretical knowledge of the modern restaurant and development of cookbooks and electronic reference material.

OUTCOMES
Students should be able to:
• apply basic menu planning to a variety of food service establishments,
• describe and apply sound nutritional principles for customer dietary, ethnic and special requirements, and
• describe the development of the modern restaurant as well as cook books and present electronic reference material.

Gastronomy 3 Theory

YEAR MODULE
NQF LEVEL: 6
NQF CREDITS: 8

CALCULATION CRITERIA
Continuous Assessment
PURPOSE
The purpose of this module is to have an understanding of planning, preparing and presenting a range of menu items requiring advanced skills to cater for individuals with varying nutritional needs. Have theoretical knowledge of classical and modern dishes and trends affecting food acceptability.

OUTCOMES
Students should be able to:
- analyse trends and recommend adjustments to existing health practice,
- explain the impact of socio-economic perceptions on the health status of the South African population,
- adjust diets to meet a range of therapeutic requirements and prepare food accordingly,
- utilise knowledge to prepare a menu that pairs wine or beer with food, and
- distinguish between classical and modern (nouvelle cuisine) dishes and the various trends that have an influence on menu development.

CBE.128 GLOBAL TOURISM

Global Tourism (GTM01A1)
SEMESTER MODULE
NQF LEVEL: 6 NQF CREDITS: 16

CALCULATION CRITERIA
 Continuous Assessment

PURPOSE
The purpose of this module is to have an understanding of the importance of providing good service to all tourists coming to South Africa.

OUTCOMES
Students should be able to:
- understand the importance and impact of tourism to the country
- describe tourists from other countries, identifying where they are from, climatic and economic factors that may influence their behaviour; and
- identify categories of tourists as well as attractions within South Africa which will appeal to each category.

CBE.129 HOSPITALITY HEALTH AND SAFETY

Hospitality Health and Safety 1 (HHS01Y1)
YEAR MODULE
NQF LEVEL: 5 NQF CREDITS: 8

CALCULATION CRITERIA
 Continuous Assessment
PURPOSE
The purpose of this module is to be capable in applying the principles of occupational health, safety and security in hospitality enterprises to maintain a healthy and safe environment for both clients and staff. (Foundational and practical competence).

OUTCOMES
Students should be able to:
- demonstrate application of basic occupational safety measures according to local and national legislation,
- demonstrate personal-, operational-, food- and environmental hygiene,
- control security situations that may arise in daily hospitality operation, and
- practice first aid.

CBE.130 HOSPITALITY OPERATIONAL PRACTICE

Hospitality Operational Practice 2                (HOP02B2)
YEAR/SEMESTER MODULE
NQF LEVEL: 6                 NQF CREDITS: 32
CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of the module is to enable the student to learn about and apply junior management functions in real life environment directly related to associated outcomes.

OUTCOMES
Students should be able to:
- explain the need for a national education and Skills development strategy, the legislation governing the strategy and its associated processes as well as how qualifications are developed and delivered,
- describe the entrepreneurial Skills required to open a hospitality enterprise within South Africa and develop a business plan for a small accommodation establishment,
- explain how a quality programme would benefit a hospitality enterprise by analysing a hospitality system in order to improved quality using international companies as benchmarks,
- explain how economic principles are applied within the context of the Tourism and Hospitality Industry,
- interpret and implement the legislation applicable to the management and development of human resources in the hospitality workplace (for example, the Basic Conditions of Employment Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, the Skills Development Act. and the Skills Development Levy Act.),
- explain the effect of common law and the Labour Relations Act on the Hospitality Industry,
- discuss the variety of functions or purposes that ratio analysis serves,
- explain the ways in which different ratios are expressed in order to make sense of the information they provide,
- analyse and interpret the financial statements of hospitality enterprises,
- describe and evaluate the ratios most commonly used to interpret the financial statements of a hospitality enterprise,
• describe the purpose, general content and users of a hospitality enterprise’s financial statements,
• explain the major differences between the financial statements of close corporations and companies,
• explain and carry out the steps involved in the year-end accounting process of close corporations and companies,
• determine the revenue required at a predetermined level of profit for hospitality enterprises as a whole (e.g. hotels guesthouses, clubs, restaurants and other foodservice units) and the different departments of such establishments (e.g. food and beverage departments, accommodation departments, casinos, banqueting and events,
• define budgeting and describe its purposes and the kinds of budgets most commonly used in the Hospitality Industry,
• outline the budgetary process,
• prepare a draft and a final budget,
• investigate and report variances,
• the principles of good kitchen design are identified and summarised,
• trends in equipment design and production methods are tracked, described and evaluated,
• the science of ergonomics is explained in relation to kitchen design and is applied in planning scenarios,
• equipment, methods and systems to be used in environment management are identified, described in order to recommend implementation in various kitchen scenarios,
• identify, discuss and evaluate the factors affecting volume production (e.g. recipe modification, staffing, operations, purchasing and scheduling,
• prepare, cook and serve an extensive range of complex, advanced dishes to meet the requirements of quality, pricing, consumer needs, production, hygiene and safety.
• apply the principles of organoleptic in order to evaluate and improve recipes and menus,
• design a food and beverage facility using principles and elements associated with volume production,
• interpret tenders and compare contractual agreements of corporate providers of food and beverage,
• apply the concepts of food and beverage administration- and production procedures,
• describe branding, promotions, display, franchising, vending, packaging, pricing, loss leaders, food courts and retailing issues applicable to the food and beverage industry.
• plan and prepare balanced, trend setting advanced recipes and menus for special events using a wide range of food commodities,
• analyse trends and recommend adjustments to existing health practice,
• explain the impact of socio-cultural perceptions on the health status of the South African population, and
• adjust diets to meet a range of therapeutic requirements and prepare food accordingly.
Human Resource Management 1A  (HRM0Y1A/HRM01A1)
YEAR/SEMESTER MODULE
NQF LEVEL: 5  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module is primarily vocational. The knowledge emphasizes general principles and application. The purpose of this module is to develop students who can demonstrate focused knowledge and Skills in the field of Human Resource Management. The student will be expected to discuss the systems approach to HRM within the organisation, to explain how to optimise talent through workplace planning which includes recruitment and selection, induction and performance management, and to discuss the training and development process.

OUTCOMES
Students should be able to:
• discuss the systems approach to HRM within the organisation,
• explain how to optimise talent through workplace planning, and
• discuss the training and development process.

Human Resource Management 1B  (HRM0Y1B/HRM01B1)
YEAR/SEMESTER MODULE
NQF LEVEL: 5  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module is primarily vocational. The knowledge emphasizes general principles and application. The purpose of this module is to develop students who can demonstrate focused knowledge and Skills in the field of Human Resource Management. The student will be expected to discuss the concept of motivation and its relevant theories, explain the perspectives of employment relations, and be able to discuss characteristics of the systems approach to employment relations.

OUTCOMES
Students should be able to:
• discuss the concept of motivation,
• explain the perspectives of employment relations, and
• discuss characteristics of the systems approach to employment relations.

Human Resource Management 2A  (HRM02A2)
SEMESTER MODULE
NQF LEVEL: 5  NQF CREDITS: 16
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to transfer knowledge and Skills in aspects of personnel administration at the workplace. Students will be exposed to the knowledge and Skills relating to factors affecting employee behaviour and performance. Furthermore, students will learn how to plan for the workforce needed by the company, recruitment and selection of the best candidates.

OUTCOMES
Students should be able to:
- explain various factors affecting employee performance,
- describe several factors influencing workforce planning, and
- distinguish between various recruitment methods.

Human Resource Management 2B
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to transfer knowledge and Skills in aspects of personnel administration at the workplace. Students will be exposed to the knowledge and Skills relating to staffing, compensation management and managing employee performance. The student will get knowledge on how allocate candidates to right positions, remunerate the fairly for increased performance.

OUTCOMES
Students should be able to:
- distinguish between various elements of total compensation,
- discuss various approaches to job design, and
- explain performance evaluation methods.

Human Resource Management 3A
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module is primarily vocational. The knowledge emphasizes general principles and application. The purpose of this module is to develop students who can demonstrate focused knowledge and Skills in the field of Human Resource Management. Typically
students would be exposed to specialised knowledge, which they can immediately implement in the workplace. The Student should be able to assist management with the motivation of staff, training of managers and supervisors on decision making, understanding how values, attitudes, personality and emotions influence job satisfaction / dissatisfaction.

OUTCOMES
Students should be able to:

- construct a view of the behaviour in organisations,
- interpret scientific validated information in OB,
- develop diagnostic Skills in order to diagnose, present and predict future behaviour in organisations,
- apply OB concepts and principles within a variety of organisational situations,
- facilitate optimal individual, group and organisational behaviour to achieve strategic business objectives, and
- use scientific methods and techniques to identify behaviours and understand them.

Human Resource Management 3B (HRM03B3)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module is primarily vocational. The knowledge emphasizes general principles and application. The purpose of this module is to develop students who can demonstrate focused knowledge and Skills in the field of Human Resource Management. Typically students would be exposed to specialised knowledge, which they can immediately implement in the workplace. The student should be able to assist management with the motivation of staff, training of managers and supervisors on organisational culture, leadership, conflict and power as well as work design and organisational structure.

OUTCOMES
Students should be able to:

- explain the strategic role of organisational culture,
- interpret the dynamics of power in organisations,
- explain the influence of conflict in organisational behaviour,
- develop diagnostic Skills in order to accurately diagnose, present and predict future behaviour in organisations,
- develop a broad overview of leadership theories applicable to effective leadership in organisations,
- use scientific methods and techniques to identify behaviours and understand them, and
- facilitate the management of change in organisations.
CBE.132 IMPACT OF TOURISM

Impact of Tourism   (TOS11B2)
SEMESTER MODULE
NQF LEVEL: 5          NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with insight and intellectual knowledge in understanding the tourism industry and the different types of tourism impacts. Students will be able to appreciate the economic, social and environmental impacts of the development of different types of tourism attractions.

OUTCOMES
Students should be able to:
• describe third world trends in tourism product development,
• distinguish between the main type of tourism products,
• appreciate positive and negative economic, social and environmental impacts of developing tourism attractions, and
• describe the main characteristics of sustainable and responsible tourism development in South Africa.

CBE.133 INFORMATION SYSTEMS

Information Systems 1A   (IFS01A1)
SEMESTER MODULE
NQF LEVEL: 5          NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to:
Theory:
• introduce students to basic IT terms, Skills and the basic components of a computer.

Practical:
• be able to manipulate files and use word processing to solve business problems and to use presentation software.

OUTCOMES
Students should be able to:
Theory
• discuss the internet and the world wide web and its impact on technology,
• identify different types of application software,
• identify and discuss input and output devices,
• discuss different types of storage,
• explain various uses of communications; discuss different types of networks and communication devices and channels,
• discuss different types of security risks and how to safeguard against such risks, and
• discuss e-commerce.

Practical:
• demonstrate the ability to use a word processing application on a computer, and
• demonstrate the ability to use a presentation application on a computer.

Information Systems 1B
   (IFS01B1)
   SEMESTER MODULE
   NQF LEVEL: 5                  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to:
Theory: A student who has successfully completed this module will have acquired the necessary knowledge to evaluate a system with reference to the Systems Development Life Cycle.
Practical: the students will be able to use spreadsheets to solve business problems and to use data bases.

OUTCOMES
Students should be able to:
Theory:
• discuss the five phases of the systems development life cycle,
• draw/design data flow diagrams for a given scenario, and
• interpret systems development life cycle diagrams and concepts.
Practical:
• demonstrate the ability to use a spreadsheet application on a computer; and
• demonstrate the ability to use a database application on a computer.

Information Systems 2A
   (IFS02A1)
   SEMESTER MODULE
   NQF LEVEL: 6                  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
A student who has successfully completed this module will have acquired the necessary knowledge to apply the theoretical aspects of database modelling in regard to Entity Relationship Modelling and the Normalisation of databases.

OUTCOMES
Students should be able to:
• analyse and compare different database models,
develop an effective and efficient database solution for business problems,
illustrate there competence in the normalisation of databases,
demonstrate the interaction between an ERD and the normalisation of databases,
generate and criticize an ERD based on the supplied business rules, and
argue how the systems development life cycle (SDLC) contributes to development of the database life cycle (DBLC).

**Information Systems 2B**  
**SEMESTER MODULE**  
**NQF LEVEL: 6**  
**NQF CREDITS: 16**

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**
A student who has successfully completed this module will have acquired the necessary knowledge to design a system by using System Development Life Cycle (SDLC) and Database Development Life Cycle (DDLC) principles.

**OUTCOMES**
Students should be able to:
- describe transaction management and concurrency control,
- review basic database performance-tuning concepts,
- analyse a distributed database management system (DDBMS) and what its components are review how the implementation of a database is affected by the different levels of data and process distribution,
- examine how transactions are managed in a distributed database environment,
- comment on what a data warehouse is, how data for a data warehouse are prepared and how a data warehouse is implemented,
- distinguish between the different database connectivity technologies, and
- argue the database administrator’s managerial and technical roles in a database environment

**Information Systems 3A**  
**SEMESTER MODULE**  
**NQF LEVEL: 6**  
**NQF CREDITS: 16**

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**
The purpose of this module is for the student to be able to understand and apply the tools and techniques used in formal Information Technology project management, to assist a business in achieving its goals.

**OUTCOMES**
Students should be able to:
- explain the phases in the project management lifecycle,
• differentiate between the nine knowledge areas of the project management body of knowledge, and
• assess the quality of a project's methodology.

Information Systems 3B  
(SEMESTER MODULE)  
NQF LEVEL: 6  
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is for the student to fully understand how to implement database security on modern business databases.

OUTCOMES
Students should be able to:
• describe an information system and its components,
• outline the concept of information security,
• outline useful user administration best practices,
• criticize the importance of administration documentation,
• describe the different types of users in a database environment and the distinct purpose of each,
• identify and explain the concepts of five security models,
• define the term “virtual private database” and explain its importance, and
• understand the database auditing environment.

CBE.134 INTRODUCTION TO BUSINESS MANAGEMENT

Introduction to Business Management 1B  
(SEMESTER MODULE)  
NEW NQF/OLD NQF LEVEL 5  
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with a global overview of Business Management as a science and prepare them for challenges in the South African Business environment in a multicultural context.

OUTCOMES
Students should be able to:
• explain the role of business in society, considering the needs and resources of the community, the main economic systems and the nature of Business Management;
• identify and explain the internal and external business environment and the interaction between an organisation and its environment;
• define and explain the entrepreneurial process, the characteristics of an entrepreneur, the difference between an entrepreneurial venture and a small business and the phases of growth in a business;
• explain the importance of Business Ethics and analyse the relevant aspects to be considered in developing ethical behaviour and a code of ethical conduct in an organisation;
• identify and explain the origin of management theory and modern approaches currently at hand;
• analyse the Skills, roles and characteristics of managers as important role players in establishing effective and efficient business practice; and
• identify and explain all the relevant aspects, processes, characteristics, theories, models and techniques relevant to the four primary management tasks.

CBE.135 LOGISTICS

Logistics 2A (LOG0Y2A/LOG02A2)
YEAR/SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to focus on the development, evaluation and implementation of logistic principles in the supply chain environment. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing logistic decisions. Upon the successful completion of this module a student shall possess fundamental knowledge on how logistics contribute to value creation in supply chain.

OUTCOMES
Students should be able to:
• understand logistics’ role in the economy and the organisation,
• understand what customer service is and the role it plays in a supply chain,
• understand a product life cycle in an organisation,
• understand the importance of a customer order and the path of a customer order,
• design, select and manage a distribution channel, and
• apply the principles of logistics management..

Logistics 2B (LOG0Y2B/LOG02B2)
YEAR/SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to focus on the development, evaluation and implementation of logistic principles in the supply chain environment. Students should
develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing logistic decisions. Upon the successful completion of this module a student shall possess fundamental knowledge on how logistics contribute to value creation in supply chain.

OUTCOMES
Students should be able to:

- understand the variety of material management techniques,
- understand what role transportation plays in a supply chain
- understand global logistics and the elements influencing the,
- understand the importance of business structures in an organisation,
- understand how logistics costs affect customer and product profitability, and
- understand the importance of planning for logistic managers.

Logistics 3A  
SEMESTER MODULE  
NQF LEVEL: 6  
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to focus on the development, evaluation and implementation of logistics principles in the supply chain environment. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing logistics decisions. Upon the successful completion of this module a student shall possess fundamental knowledge on how logistics can contribute to value creation in supply chain.

OUTCOMES
Students should be able to:

- understand and explain how economic decisions can affect the company,
- to that supply chain understand what the supply organisations are where the company fits in,
- identify and describe the importance of customer service and how to improve customer service,
- apply and understand the principle of the network planning process and the influence it can have on a company if not well managed,
- describe the importance and the role transportation plays in the supply chain, and
- understand what role purchasing play in the supply chain.

Logistics 3B  
SEMESTER MODULE  
NQF LEVEL: 6  
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to focus on the development, evaluation and implementation of logistics principles in the supply chain environment. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing logistics decisions. Upon the successful completion of this module a student shall possess fundamental knowledge on how logistics can contribute to value creation in supply chain.

OUTCOMES
Students should be able to:
- understand and explain the concept of strategy and strategy planning,
- illustrate how the order-processing system can influence the performance of logistics activities,
- explore how inventory investments influences corporate profit performance,
- apply and understand the principle of the order processing and the influence it can have on a company if not well managed,
- describe an overview of various types of automated and non-automated materials handling systems, and
- understand what impacts an effective logistics organisation can have on a firm’s efficiency and effectiveness.

CBE.136 MANAGEMENT AND HUMAN RESOURCES

Management and Human Resources 2A (TTM22A2)

SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 24

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to afford students the opportunity to perform basic human resource management activities within the tourism industry. Students will receive guidance on how to contribute to effective decision-making and the execution human resources operations in a tourism context.

OUTCOMES
Students should be able to:
- discuss the human resource management processes and procedures at a tourism organization,
- prepare job descriptions and specifications for employees working at a tourism organization,
- compile an advertisement for a position in the tourism industry,
- prepare guidelines on how to compile a CV and prepare for an interview,
- compile an introduction programme for new employees at the tourism organization,
- have an understanding on how to follow disciplinary procedures, and
- appreciate the importance of providing further training opportunities in the tourism industry.
CBE.137 MANAGEMENT OF TRAINING

Management of Training 1A (MOT01A1)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module is primarily vocational. The knowledge emphasizes general principles and application. The purpose of this module is to develop students who can demonstrate focused knowledge and Skills in the field of Human Resource Management. Typically students would be exposed to specialised knowledge, which they can immediately implement in the workplace. Students should be able to analyse training and development within South African organisations and be able to contrast learning theories and principles within the training environment, as well as the ability to discuss the concept of management development with the work context.

OUTCOMES
Students should be able to:
• analyse training and development within South Africa,
• contrast learning theories applicable to South Africa, and
• discuss the concept of management development with the work context.

Management of Training 1B (MOT01B1)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module is primarily vocational. The knowledge emphasizes general principles and application. The purpose of this module is to develop students who can demonstrate focused knowledge and Skills in the field of Human Resource Management. Typically students would be exposed to specialised knowledge, which they can immediately implement in the workplace. Students should be able to analyse training and development within South African organisations and be able to contrast learning theories and principles within the training environment, as well as the ability to discuss the concept of management development with the work context and be able to list the training legislation in the South African context.

OUTCOMES
Students should be able to:
• discuss how the training needs can be determined within an organisation,
• list the training legislation in the South African context, and
• explain the concept of learning organisations as applicable to South Africa.
Management of Training 2A  
SEMESTER MODULE  
NQF LEVEL: 6  
NQF CREDITS: 16  

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%  

PURPOSE  
The purpose of this module is to empower students to understand the education, training and development (ETD) environment; plan for Skills development within the workplace; design learning programmes; and facilitate, coach and mentor students effectively.

OUTCOMES  
Students should be able to:  
- show understanding of outcomes-based methods, NQF and unit standards in ETD delivery.  
- plan for Skills development in the workplace by conducting Skills audits, collating information and reporting in WSP and ATR for Skills legislative compliance.  
- design, develop and evaluate learning programmes with purpose statement, assessment criteria, learning content, graphics, activities and assessment tools; and  
- facilitate learning programme delivery by planning, preparing students, conducting assessment, coaching and mentoring of individuals and groups of students.

Management of Training 2B  
SEMESTER MODULE  
NQF LEVEL: 6  
NQF CREDITS: 16  

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%  

PURPOSE  
The purpose of this module is to empower students to provide a supportive workplace learning culture; conduct, review and improve assessment, moderation and evaluation of learning programmes; establish, implement and improve quality administration of ETD practices; and provide employees with Skills and competencies in team building, diversity integration, managing conflict and promoting oral and written communication.

OUTCOMES  
Students should be able to:  
- support students in the workplace by establishing a learning culture, encouraging the transfer of learning and assisting students with special needs.  
- design, conduct and improve outcomes-based assessments, moderation and evaluation of learning programmes.  
- establish, implement and improve quality management systems for ETD administration; and  
- facilitate ETD Skills and competencies in the areas of team building, diversity integration, conflict management and oral, written and presentation communication.
CBE.138 MANAGEMENT SKILLS

Management Skills 1  
YEAR MODULE  
NQF LEVEL: 5  
NQF CREDITS: 16

CALCULATION CRITERIA  
Continuous Assessment

PURPOSE  
The purpose of this module is to be capable in applying a range of business Skills applicable to the Hospitality Industry contributing to effective decision-making and the execution of operations. (Foundational, practical and reflective competence)

OUTCOMES  
Students should be able to:  
- Understand broad supervisory and basic management concepts and ethics are explained and applied according to professional standards in the Hospitality Industry.

Management Skills 2  
YEAR MODULE  
NQF LEVEL: 6  
NQF CREDITS: 12

CALCULATION CRITERIA  
Continuous Assessment

PURPOSE  
The purpose of this module is to be capable in applying a range of Human Resources Management and Marketing Skills which will contribute to effective decision-making, as well as the execution and supervision of hospitality operations. (Foundational, practical and reflective competence.)

OUTCOMES  
Students should be able to:  
- apply the principles of marketing through the planning and presentation of a promotion based on hospitality products, and  
- apply Human Resources Management and Development functions applicable to their delegated area of responsibility according to professional Hospitality Industry standards.

CBE.139 MARKETING

Marketing 1A  
YEAR/SEMESTER MODULE  
NQF LEVEL: 5  
NQF CREDITS: 16

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to introduce the student to the basic principles of marketing, mainly in a consumer product context. On a practical level, the student will have attained the necessary experience to identify environmental trends, understand basic consumer behaviour and market segmentation.

OUTCOMES
Students should be able to:
- understand the fundamental marketing concepts and philosophy,
- explain the interface between marketing management and the environment,
- identify customer needs and wants and determine which target markets the organisation can serve best,
- understand the decision-making process that consumers go through as they make a purchase,
- understand the role of segmentation, targeting and positioning in marketing, and
- recognise the importance of information to an organisation.

Marketing 1B
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the student to the basic principles of marketing, mainly in a consumer product context. On a practical level, the student will be familiar with the product, pricing, distribution and promotion elements of the marketing mix.

OUTCOMES
Students should be able to:
- define and classify products,
- understand the nature and benefits of branding,
- identify the functional and psychological roles of packaging,
- understand the role of product in the marketing mix,
- explain the role and types of distribution channels,
- understand the concept of pricing in marketing,
- understand the importance and role of a planned, integrated communication strategy in a marketing context, and
- explain how the marketing mix is integrated in the overall marketing philosophy.

Marketing 2A
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to equip the student with the necessary knowledge to distinguish between the additional aspects of services and relationship marketing in service businesses. On a practical level, the student will be familiar with the people, process and physical evidence elements of the marketing mix as well as techniques to build relationships with employees and customers.

OUTCOMES
Students should be able to:
• describe the principles of consumer behaviour in a services environment,
• understand the role of people, process and physical evidence in the services marketing mix,
• understand and apply the principles of relationship marketing; and
• design services marketing mix

Marketing 2B
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to acquire knowledge, practical skills and competencies for applying the principles and concepts of marketing within a sport and recreational setting; to sport products, sport consumers and sport entities. On a practical level these will be applied to sport consumer behaviour, marketing communication and sponsorships, as well as carry out a basic research survey in a sport environment.

OUTCOMES
Students should be able to:
• identify and describe the unique characteristics of sport marketing;
• describe the difficulties of the exchange process in sport marketing;
• develop a basic operational marketing plan for a small sport enterprise;
• show the application of marketing instruments in a sport setting; and
• identify and apply the principles of marketing research.

Marketing 3A
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with the theoretical foundation needed to write a marketing plan. Students are introduced to the elements of a marketing plan. Students should develop analytical and critical Skills required in writing up a marketing plan. On the practical side, case studies and practical assignments are completed by students.
OUTCOMES
Students should be able to:
• perform a situation analysis and be able to identify marketing opportunities, threats, strengths and weaknesses in a given context,
• formulate marketing and sales objectives,
• design competitive marketing strategies,
• design product life cycle strategies, and
• relationship marketing strategies.

Marketing 3B
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is to write a marketing plan. Students will develop a practical understanding, knowledge and Skills on how to write up a marketing plan. On the practical side, students write and submit a marketing plan by conducting a situation analysis, formulate sales and marketing objectives; formulate marketing strategies and implementation of the strategies on a product, brand, SBU or company of their choice.

OUTCOMES
Students should be able to:
• perform a situation analysis in a given context,
• set marketing and sales objectives,
• develop a competitive strategy,
• develop an integrated marketing strategy,
• by formulating an integrated,
• product plan,
• pricing plan,
• Promotion plan,
• distribution plan, and
• implementation, evaluation and control of the plan.

CBE.140 MARKETING COMMUNICATIONS

Marketing Communications A
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is for students to apply the principles of integrated marketing communications and communicate clearly and appropriately in a range of marketing contexts. On a practical level, the student will have attained the necessary experience to identify environmental trends and understand all the functions of marketing communications.
OUTCOMES
Students should be able to:
• understand the role of advertising as one of the elements of the marketing communication mix,
• understand the nature of communication, communication objectives, the communication process and the essence of persuasive communication and barriers to effective communication,
• determine the role of advertising in building brand equity,
• discuss the creators of the advertising campaign and the steps involved in planning and executing the advertising campaign,
• understand creativity in advertising, creative approaches, creative appeals and creativity in print advertising, television advertising, radio and outdoor advertising, and
• understand media of advertising, media planning and media buying.

Marketing Communications B
SEMESTER MODULE
(MRC01B1)

NQF LEVEL: 6
NQF CREDITS: 16
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to apply the principles of integrated marketing communications and communicate clearly and appropriately in a range of marketing contexts. On a practical level, the student will have attained the necessary experience to identify environmental trends and understand all the functions of direct selling.

OUTCOMES
Students should be able to:
• examine the role of personal selling in the marketing communication mix,
• describe how sales promotion activities can be integrated in the overall marketing communication plan,
• comment on the role of direct marketing in integrated marketing communication,
• evaluate public relation tools and activities,
• evaluate the role of sponsorship in integrated marketing communication, and
• describe the role of new media in integrated marketing communication.

CBE.141 MARKETING FOR TOURISM

Marketing for Tourism 2B
SEMESTER MODULE
(MTM02B2)
NQF LEVEL: 5
NQF CREDITS: 16
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is for the student to have acquired the necessary knowledge to evaluate and apply marketing principles to create a basic operational marketing plan for a specific tourism product. These include destinations, visitor attractions, inclusive tours, transport, accommodation and restaurants.

OUTCOMES
Students should be able to:
- develop a basic operational marketing plan for a tourism destination,
- develop a basic operational marketing plan for an inclusive tour,
- develop a basic operational marketing plan for an accommodation establishment,
- develop a basic operational marketing plan for a transport establishment,
- develop a basic operational marketing plan for an attraction, and
- develop a basic operational marketing plan for a food outlet.

CBE.142 MARKETING RESEARCH

Marketing Research 3A (MRR03A3)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is for the student to acquire the necessary knowledge to appreciate the nature and scope of marketing research and explain its role in the decision-making process. On the practical level, students will have attained the necessary experience to propose and evaluate different approaches to obtain relevant information. They will also be able to design a questionnaire.

OUTCOMES
Students should be able to:
- identify the different kinds of research that companies undertake and the different situations in which research can be helpful,
- describe the steps in the marketing research process and be able to relate them to a specific case,
- identify data sources typically used to answer research questions,
- select appropriate primary data collection methods,
- develop and evaluate research designs/plans, and
- design and evaluate a questionnaire.

Marketing Research 3B (MRR03B3)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is for the student to acquire the necessary knowledge to explain the procedures and techniques involved in sampling and present a managerial orientated discussion of field work processes and the processes of preparing data to make them suitable for analysis. On the practical level the students will have attained the necessary experience to develop and evaluate appropriate sampling plans, execute field work, prepare data for analysis and communicate the findings of research.

OUTCOMES
Students should be able to:
• explain how and why various sampling methods are used,
• describe the process of collection of data in the field – particularly by telephone and person interviewing,
• describe data capturing and how a dataset is cleaned,
• identify ethical issues and suggest ways to inhibit unethical behaviour,
• analyse and interpret research results, and
• understand the South African marketing research environment and particularly the role of SAMRA.

CBE.143 PERSONAL SELLING

Personal Selling 1A (PRS01A1)
SEMESTER MODULE
NQF LEVEL: 5  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the student to basic principles of direct selling. On a practical level, the student will have attained the necessary experience to identify environmental trends and understand all the functions of direct selling.

OUTCOMES
Students should be able to:
• explain selling in today’s environment,
• illustrate the difference between selling and marketing,
• understand ethics within personal selling,
• identify factors influencing the buying decision,
• integrate the communication process within selling,
• describe prospecting techniques,
• explain the planning of a sales call,
• distinguish between the different sales presentation methods,
• identify elements of a sales presentation, and
• accurately explain the approach to a sales presentation.
**Personal Selling 1B**

*YEAR MODULE*

NQF LEVEL: 5

NQF CREDITS: 16

**CALCULATION CRITERIA**

Continuous Assessment

**PURPOSE**

The purpose of this module is to introduce the student to basic principles of direct selling. On a practical level, the student will have attained the necessary experience to identify environmental trends and understand all the functions of direct selling. Also, the student will be evaluated on his/her practical ability of selling by reaching a set sales target.

**OUTCOMES**

Students should be able to:

- select two non-competing, DSA-UJ project participating companies,
- sell products for the company(s) in order to reach a set sales target,
- scan and track sales progress on the DSA – UJ interactive database management system, and
- participate as a member of a sales team.

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**CBE.144 PURCHASING**

**Purchasing 2A**

*YEAR/SEMESTER MODULE*

NQF LEVEL: 5

NQF CREDITS: 12

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to focus on the development, evaluation and implementation of purchasing principles in the supply chain environment. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing purchasing decisions. Upon the successful completion of this module a student shall possess fundamental knowledge on how purchasing can contribute to value creation in supply chain.

**OUTCOMES**

Students should be able to:

- understand world class supply chain management,
- understand how purchasing is becoming supply management,
- understand a product life cycle in an organisation,
- understand the importance of buyer supplier relationship,
- build and manage cross-functional teams to help contribute to supply chain effectiveness, and
- apply and understand the principles of purchasing/procurement in supply chain.
Purchasing 2B (PUR0Y2B/PUR02B2)
YEAR/SEMESTER MODULE
NQF LEVEL: 5          NQF CREDITS: 12
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to focus on the development, evaluation and implementation of purchasing principles in the supply chain environment. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing purchasing decisions. Upon the successful completion of this module a student shall possess fundamental knowledge on how purchasing can contribute to value creation in supply chain.

OUTCOMES
Students should be able to:
• understand the different purchasing services in supply chain,
• understand what global supply management and the competition surrounding purchasing,
• identify and explain the importance of what product pricing,
• undertake research on cost analysis and explaining what it comprises out of,
• build and manage a negotiating team to successfully negotiate areas relating to purchasing, and
• apply and understand the ethical and professional standards of purchasing/procurement in supply chain.

Purchasing 3A (PUR03A3)
SEMESTER MODULE
NQF LEVEL: 6          NQF CREDITS: 16
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to focus on the development, evaluation and implementation of purchasing principles in the supply chain environment. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing purchasing decisions. Upon the successful completion of this module a student shall possess fundamental knowledge on how purchasing can contribute to value creation in supply chain.

OUTCOMES
Students should be able to:
• understand the role purchasing play in the supply chain,
• understand what the supply organisations and where the company fits in,
• identify and describe the importance of information systems and technology,
• apply and understand the principle of inventory and the quantity factor concerning inventory holding,
• describe the importance and the role transportation plays in the supply chain, and
• undertake research to come up with solutions for the best investment recovery methods.

**Purchasing 3B**  
(SEMESTER MODULE)  
(NQF LEVEL: 6)  
(NQF CREDITS: 16)

**PURPOSE**
The purpose of this module is to focus on the development, evaluation and implementation of purchasing principles in the supply chain environment. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing purchasing decisions. Upon the successful completion of this module a student shall possess fundamental knowledge on how purchasing can contribute to value creation in supply chain.

**OUTCOMES**
Students should be able to:
• understand the role research in purchasing play in the supply chain,
• understand what is global supply and what affect it can have on an organisation,
• identify and describe the importance of make-or-buy, insourcing and outsourcing,
• apply and understand the strategies in purchasing and supply management,
• describe the importance and the role of information systems and technology in the supply chain, and
• understand the role research in purchasing play in the supply chain.

**CBE.145 RESEARCH FOR TOURISM DEVELOPMENT**

**Research for Tourism Development 3B**  
(SEMESTER MODULE)  
(NQF LEVEL: 6)  
(NQF CREDITS: 16)

**PURPOSE**
The purpose of this module is for students to acquire the skill to select and apply appropriate research methods in tourism research projects with clearly defined goals and objectives, through developing an appropriate research proposal.

**OUTCOMES**
Students should be able to:
• plan a research project, define goals, and objectives according to a research problem,
• conduct preliminary literature review linked to the research proposal,
• design a questionnaire or interview qualitative and/or quantitative,
• undertake qualitative analysis of tourist characteristics in individual destinations or potential and effective market segments, and
• analyse research outcomes.

CBE.146 RETAILING

Retailing 1A (RTL01A1)
SEMMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with the necessary knowledge, insight and Skills that are needed to understand the world of retailing and the retailing environment. On a practical level students will be able to engage and interact within a store environment by having been introduced to store and non-store retailing, the retail customer, retail strategy, logistics and supply chain management, location and site selection.

OUTCOMES
Students should be able to:
• describe a retail environment,
• recognise the trends in the retail sector,
• differentiate between the types of retail structures and types of ownerships,
• categories customers of a retail store into target groups,
• state how consumers behave and more specifically how they engage and interact in a store environment, and
• generate a plan for a retail business.

Retailing 1B (RTL01B1)
SEMMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with the necessary knowledge, insight and Skills that are needed to be employed as managers of a retail business. On a practical level students will be able to manage and interact within a store environment by having knowledge of managing people, space, and merchandise and customer service.

OUTCOMES
Students should be able to:
• describe the selection criteria for locating a retail business,
• examine the logistics and supply chain management issues in a retail business,
• assist in the management of people and merchandise within a store in order to prevent losses,
• calculate pricing principles of retail products,
• design, layout and organize visual merchandising for a retail store, and
• implement a customer service strategy for a retail business.

Retailing 2A
(SEMESTER MODULE)
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the student to the basic principles of marketing, mainly in a consumer product and retail context.

OUTCOMES
Students should be able to:
• explain the fundamental marketing concepts and philosophy, and the interface between marketing management and the environment,
• identify customer needs and wants and determine which target markets the organisation can serve best, explain the decision-making process that consumers go through as they make a purchase, and
• discuss the role of segmentation, targeting and positioning in marketing and explain the importance of information to an organisation.

Retailing 2B
(SEMESTER MODULE)
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the students to the implementation of the marketing mix strategies, mainly in a consumer product and retail context.

OUTCOMES
Students should be able to:
• define and classify products, understand the nature and benefits of branding, identify the functional and psychological roles of packaging,
• describe the role of product in the marketing mix and the concept of pricing in marketing, explain the role and types of distribution channels, and
• explain the importance and role of a planned, integrated communication strategy in a marketing context, and how the marketing mix is integrated in the overall marketing philosophy.
Retailing 3A  
(SEMESTER MODULE)  
(NQF LEVEL: 6)  
(NQF CREDITS: 16)  

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%  

PURPOSE  
The purpose of this module is to introduce the student to retail buying. The student will be able to develop into a buyer for a retail business after gaining knowledge of the role of the buyer, buying philosophies and the buyer’s roles and responsibilities.  

OUTCOMES  
Students should be able to:  
- explain the buying function and the characteristics needed for this portfolio,  
- point out the importance of knowing how to make sure that the buyer interprets the wants and needs of the customers into the “right goods at the right” time,  
- recognise a retail structure and the type of buying system used,  
- differentiate between the different types of buying methodologies,  
- compare the roles and functions of the merchandising team,  
- construct the contents of the buying mix (what to buy, how much to buy, when to buy and whom to buy from),  
- voice an opinion on disseminating information to the related buying functions, and  
- use market specialist representation to facilitate the buying function.  

Retailing 3B  
(SEMESTER MODULE)  
(NQF LEVEL: 6)  
(NQF CREDITS: 16)  

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%  

PURPOSE  
The purpose of this module is to prepare the student to perform buying functions within the merchandising team. This module focuses on knowledge such as the buying mix, supplier selection, merchandising pricing, international buying, buyers’ roles in visual merchandising and special events to gain core competencies.  

OUTCOMES  
Students should be able to:  
- compile merchandising policies for a department,  
- comment on planning the amount and type of merchandise to buy and to explain the steps used for planning the right assortment for your customers,  
- value the advantages and disadvantages of foreign merchandise and buying methods that apply to foreign merchandise, or international purchasing,  
- select, negotiate and evaluate suppliers,  
- appraise pricing in terms of mark-ups, markdowns and factors influencing price points, and
produce private label programmes and understand the buyers role in advertising, visual merchandising and special events.

CBE.147 RISK IN FINANCIAL SERVICES

Risk in Financial Services 2A (RFS22A2)
SEMESTER MODULE
NEW NQF LEVEL 5 NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide a student with significant knowledge in international regulation related to risk management and give the student a workable knowledge of risk management and all the techniques, operations, concepts and drivers of risk in the business industry.

OUTCOMES
Students should be able to:
- Explain risk management and identify the sources of and drivers of risk in business;
- Identify the international regulation that is relevant to the financial services industry;
- Explain, and manage operational, credit, market, investment, liquidity and model risk; and
- Describe corporate governance, risk oversight, model risk and enterprise risk management.

Risk in Financial Services 2B (RFS22B2)
SEMESTER MODULE
NEW NQF LEVEL 5 NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide a student with significant knowledge in risk management to explain risk management principles in a financial services environment and give the student a workable knowledge of risk management to accomplish success dealing with operational risk.

OUTCOMES
Students should be able to:
- define, discuss and manage operational risk in a financial services environment; and
- describe the nature, causes and consequences of operational risk.
CBE.148 SALES MANAGEMENT

Sales Management 3A (SMN03A3)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the student to the principles of sales management. On a practical level, the student will have attained the necessary experience to identify environmental trends and understand basic sales management.

OUTCOMES
Students should be able to:
- understand the salesperson’s performance in relation to behaviour, role, perceptions, satisfaction and motivation,
- explain sales in customer relationship management (CRM),
- integrate information in sales management,
- prepare a situation analysis of the sales environment,
- analyse the sales environment for optimal efficiency,
- formulate a sales plan,
- organise a sales force,
- recommend the criteria for sales aptitude in selection and recruitment
- develop sales training with reference to objectives, various techniques and evaluation,
- design a compensation and incentive plan.

Sales Management B (SMN03B3)
YEAR MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Continuous Assessment
Full Period Mark Weight – 100%

PURPOSE
The purpose of this module is to introduce the student to the basic principles of marketing, mainly in a consumer product context. On a practical level, the student will have attained the necessary experience to identify environmental trends and understand basic direct selling.

OUTCOMES
Students should be able to:
- select a number of students who enrolled for Personal Selling (Module B),
- provide mentorship and guidance to these students,
- schedule regular meeting with this sales force in order to track progress by using the DSA – UJ interactive database management system, and
- compile a portfolio of evidence on the mentoring process.
CBE.149 SERVICE LEADERSHIP

Service Leadership (SLS01A1)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 12

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is for the student to have an understanding of the importance and impact of providing quality service to both customer and staff.

OUTCOMES
Students should be able to:
- defining quality service and the tools to measure it,
- understanding the challenge of implementing quality service, and
- describe how quality service can encourage loyalty of both customer and staff.

CBE.150 STORAGE AND DISTRIBUTION MANAGEMENT

Storage and Distribution Management A (SDM02A2)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduced the student to the major elements of storage and distribution as well as related business activities. Storage and Distribution is an introductory module in the specialised field of transportation and supply chain management.

OUTCOMES
Students should be able to:
- Understand storage and Distribution’s role in supply chain in an organisation
- Demonstrate how supply chains compete by aligning logistics strategy with marketing
- Understand and describe the trends towards international logistics; and
- Understanding the key issues in four key areas that will affect the way storage and distribution are structured

Storage and Distribution Management B (SDM02B2)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
PURPOSE
The student will be introduced to the major elements of storage and distribution as well as related business activities. Storage and Distribution is an introductory module in the specialised field of transportation and supply chain management.

OUTCOMES
Students should be able to:
- Analyse the concept of value chain
- Demonstrate how organisations compete through managing lead time; and
- Analyse ways to improve responsiveness to the end customer

CBE.151 SUSTAINABLE AND RESPONSIBLE TOURISM

Sustainable and Responsible Tourism (TOS22B2)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to develop students to describe the processes and principles used in developing and managing tourism destinations. They will have acquired the knowledge on the development process to ensure that attractions are responsible and sustainable.

OUTCOMES
Students should be able to:
- describe guiding principles of sustainable tourism, and approaches to sustainable tourism development,
- distinguish between different development processes relevant to different types of tourism products, and
- evaluate sustainable tourism planning issues and strategies.

CBE.152 SYSTEMS SOFTWARE

Systems Software 1A (SSW01A1)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of the module is to provide the student with the basic understanding of computer infrastructure, and interaction between hardware and system software. It’s assumed that students have no prior knowledge of computer systems. This module will quickly develop an understanding of the computer inner working component.

OUTCOMES
Students should be able to:
- describe the components that makeup a computer system,
- define the operation of the CPU,
- describe the ram and its utility,
- explain the function of the motherboard,
- explain the role of the power supply,
- describe the function of an expansion bus,
- discuss the hard drive configuration,
- describe the installation process of the operating system,
- discuss the SCSI, and
- solve problems using Boolean algebra.

Systems Software 1B (SSW01B1)
SEMESTER MODULE
NQF LEVEL: 5 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the student to basic internal architecture, operation, key critical factors that affect a computer system and it’s peripherals. This includes the study of data representation, simple digital logic, computer organization including CPU, memory and input/output devices, as well as machines-level and assembly language programming and finally operating system concepts. It’s assumed that students have no prior knowledge of computer systems.

OUTCOMES
Students should be able to:
- understand basic computer structure and operation and demonstrate use of the associated vocabulary,
- demonstrate an understanding of the concepts of representation, computer arithmetic and Boolean algebra using appropriate methods of implementation,
- demonstrate detailed knowledge of internal bus, memory, I/O organisations and interfacing standards,
- describe the internal operation of the CPU and explain how it is used to execute instructions, and
- differentiate between machine language and assembly language.
CBE.153 TAXATION

Taxation 3A  
(SEMESTER MODULE)  
(TAX33A3)  
NEW NQF/OLD NQF LEVEL 6  
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide an introduction to Taxation in South Africa and will cover VAT (value added tax); Gross income; Exempt income; Deductions, capital allowances & recoupments; and CCs & companies.

OUTCOMES
Students should be able to:
- determine the imposition of value-added tax;
- establish what gross income is;
- determine which income is exempt from tax;
- determine the allowable deductions, capital allowances and recoupments in terms of the income Tax Act; and
- calculate the taxable income and tax liability of a CC and a company.

Taxation 3B  
(SEMESTER MODULE)  
(TAX33B3)  
NEW NQF/OLD NQF LEVEL 6  
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to discuss additional aspects of Taxation in South Africa and discusses individuals; fringe benefits; retirement benefits; SITE & PAYE; provisional tax; sole traders & partnerships; and capital gains tax.

OUTCOMES
Students should be able to:
- calculate the taxable income and tax liability of individuals including the provisions relating to fringe benefits and retirement benefits;
- determine the amounts of remuneration which are subject to SITE and PAYE;
- determine which taxpayers are liable to register as provisional taxpayers and determine their tax liability;
- calculate the tax liability of sole traders and partnerships; and
- determine the amounts that are subject to the provisions relating to Capital Gains Tax.
CBE.154 TOURISM PLANNING

Tourism Planning 2
(SEMESTER MODULE)
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to acquire the necessary knowledge about the effective use of various levels and models of tourism planning in South Africa based on the principles of sustainability and ethical use of community tourism resources.

OUTCOMES
Students should be able to:
- distinguish between different planning levels in tourism development,
- discuss the respective roles and responsibilities of different agents of tourism development,
- understand the interdependence between national, regional and local tourism destination planning, and
- appreciate the effectiveness of various approaches to monitoring and evaluating tourism impacts.

CBE.155 TOURISM SYSTEM

Tourism System 1
(SEMESTER MODULE)
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
On successful completion of the module students should possess intellectual knowledge and applied competence in the understanding the tourism industry sectors and role players.

OUTCOMES
Students should be able to:
- analyse pre-conditions for emergence of tourism as a mass phenomenon,
- identify tourism industry sectors and role players,
- evaluate demand and supply factors in tourism,
- analyse interconnectedness between rural and urban communities and tourism development,
- assess the role of tourism as a socio-economic tool in poverty alleviation and job creation,
- analyse the role of tourist attractions as part of the tourism system, and
• analyse the role of tourist destinations part of the tourism system.

CBE.156 TRANSPORTATION

Transportation 2A  
(TRA0Y2A/TRA02A2)
YEAR/SEMESTER MODULE
NQF LEVEL: 5           NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is familiarise and expose students to the role and importance of transport in South Africa, its impact on the economy, its legislative background and the policy issues that affect the efficiency of transportation.

OUTCOMES
Students should be able to:
• Discuss the changing global landscape for business and other organisations and the external forces that drive change in the global economy.
• Understand the role and contribution of transport to economic development.
• Understand the development of transport related careers and their contribution to the South African economy.
• Appreciate the contribution of the rail road industry to the development of the South African economy; and
• Appreciate the importance of air transportation in the South African economy.

Transportation 2B  
(TRA0Y2B/TRA02B2)
YEAR/SEMESTER MODULE
NQF LEVEL: 5           NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is to familiarise and expose students to the role and importance of transport in South Africa, its impact on the economy, its legislative background and the policy issues that affect the efficiency of transportation.

OUTCOMES
Students should be able to:
• Comprehend knowledge of current legislation affecting transport.
• Discuss the relationship between international trade and global transportation.
• Explain the nature of transportation risk and disruptions; and
• Discuss the various types of water carriers and their roles in the overall water carrier system
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is for students to possess intellectual knowledge and applied competence in the understanding of the nature, scope, and methodologies and Skills required for the planning of transport strategies, goals, and objectives in accordance with the vision of the South African Department of Transport. Planning and management of transportation projects. To make the student aware of the importance and impact of public participation and environmental assessments on transportation projects. Reflect on the framework and responsibilities of the South African transportation authorities, national goals and policies.

OUTCOMES
Students should be able to:
• critically evaluate the operation of the various transport systems and authorities within south Africa,
• demonstrate a critical awareness of the key government and non-government factors which influence the developments of transportation systems within South Africa,
• critically evaluate how strategic transport choices can optimise business performance,
• evaluate the impact of legislation on the activities of individuals and transport related bodies,
• demonstrate independence in their approach to study, and
• communicate via different formal methods with a specific target group.

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is for students to possess intellectual knowledge and applied competence in the understanding of the nature, scope, and methodologies and Skills required for the planning of transport strategies, goals, and objectives in accordance with the vision of the South African Department of Transport. Planning and management of transportation projects. To make the student aware of the importance and impact of public participation and environmental assessments on transportation projects. Reflect on the framework and responsibilities of the South African transportation authorities, national goals and policies.

OUTCOMES
Students should be able to:
• able to analyse and assess information to complete dissertations,
• able to carry out a literature search and construct a critical literature review,
• skilled in footnoting and referencing, and
aware of the different discipline bases available for underpinning a dissertation.

CBE.157 TRAVEL AND TOURISM MANAGEMENT

Travel and Tourism Management 1A (TTM11A2)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
A student who has completed this module will be acquired basic management theory in a tourism context. They will understand the concepts of planning, organizing, managing and leading a tourist enterprise, within a local and global environment.

OUTCOMES
Students should be able to:
- identify and describe the key internal and external environmental variable in managerial planning,
- explain the meaning of organization structure,
- describe the nature and content of managerial work,
- describe the planning process,
- list and describe the roles of a tourist manager, at different levels of management,
- discuss the functions and tasks of a manager in a tourist establishment,
- discuss motivation and communication in terms of leadership, and
- explain the importance of tourism entrepreneurship.

Travel And Tourism Management 1B (TTM11B2)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The qualification is industry specific. Assist in planning and organising activities in a tourism-related industry.

OUTCOMES
Students should be able to:
- describe the importance of the holistic tourism environment,
- explain the importance of tourism entrepreneurship; and
- apply the fundamental principles of financial management, purchasing and supply function and strategic management
Travel and Tourism Management 3A  (TTM33A3)
SEMESTER MODULE
NQF LEVEL:  6                              NQF CREDITS:  16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students to utilize managerial concepts, systems
and functions. The focus of this module is to guide students in effective business plan
preparation for a tourism business.

OUTCOMES
Students should be able to:
- apply advanced entrepreneurial concepts to identify opportunities in the tourism
  industry,
- discuss ethical issues related to the tourism enterprise,
- differentiate between the forms of businesses as it can be applied in the tourism
  industry,
- understand the role of the business plan based on the tourism related case study,
- appreciate and describe the role and interrelatedness of the subcomponents of a
  business plan,
- compile a marketing plan for the tourism enterprise,
- identify and discuss a production/service plan for the tourism enterprise,
- understand the role of a tourism organisational and management plan for the tourism
  enterprise,
- compile and appraise a financial plan for the tourism enterprise, and
- apply the principles of a human resource plan for the tourism enterprise.

CBE.158 TRAVEL OPERATIONS

Travel Operations 1A: World Destinations  (TRL11A2)
SEMESTER MODULE
NQF LEVEL:  5                              NQF CREDITS:  16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is for students to be able to accurately cost and compile
specified itineraries for individual travellers, to/within destinations in the Africa, Indian
Ocean Islands, Americas, Europe, Middle and Far East. The student will gain knowledge
of travel-related subjects such as world tourism geography, air, rail, road, water transport,
and accommodation, passport, visa and health requirements for domestic and
international travel. The purpose is to develop students who know what these
destinations can offer tourists, so that they can advise accordingly.
OUTCOMES
Students should be able to:
• describe the tourist attractions and infrastructure of the most popular tourist destinations in the Africa, Indian Ocean Islands, Americas, Europe, Middle and Far East;
• identify and distinguish between the various cultures, visitors profile to and in the countries; and
• develop an inclusive tour package to a combination of places at these destinations that will suit the needs of their prospective customers.

Travel Operations 1B: Introduction to Travel Operations
(TRL11B2)

SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an understanding and insight into the composition and function of the travel industry. The student will gain knowledge of travel-related subjects such as world tourism geography, air, rail, road, water transport, accommodation, passport, visa and health requirements for international travel, travel insurance and foreign exchange. This module forms the theoretical foundation to planning, compilation and costing of itineraries.

OUTCOMES
Students should be able to:
• define and explain the key industry organisations in the Travel & Tourism Industry.
• describing different terminologies; costing and ticketing conditions for land arrangements
• explaining various insurance options available to a passenger
• describing travel declarations and passport endorsement for obtaining foreign currency; and
• identifying each type of ticket which may be presented and be able to interpret the information on the different types of air tickets.

Travel Operations 2A: Event Management
(TRL22A2)

SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with the knowledge and Skills as an introduction in the field of event management theory within the tourism industry to support effective event co-ordination work activities.
OUTCOMES
Students should be able to:
- have an overview of the dimensions in the events management industry,
- discuss business tourism characteristics and trends,
- understand the development of business tourism,
- explain the role of the international associations associated within business tourism,
- appreciate the importance of the economic contribution of business tourism,
- discuss the different business tourism markets,
- have knowledge of the event industry, type of events and event role players,
- demonstrate an understanding of bidding for events,
- explain the importance of an event impact assessment,
- demonstrate an understanding of how to plan and organize an event,
- discuss the financial basics for event co-ordination, and
- have an overview of the dimensions in the events management industry.

Travel Operations 2B: Event Management (TRL22B2)
SEMESTER MODULE
NQF LEVEL: 5 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an understanding of event management principles. The topics that will be covered would be event programming, event risk management, principles of event management and how to cater for an event. This will equip students to apply the theory to managing different types of events.

OUTCOMES
Students should be able to:
- explain the role of event programming,
- discuss the elements of risk management associated with events,
- apply marketing principles to events management,
- understand principles in the catering for events, and
- apply different event dimensions to the management of mega events, conferences, carnivals, sport events, exhibitions, expositions, trade shows, political events, civic events and government events.

Travel Operations 3A: Fares and Ticketing (TRL33A2)
SEMESTER MODULE
NQF LEVEL: 6 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is for students to be able to apply advanced fare calculation principles in calculating appropriate domestic fares with 100% accuracy, based upon
principles embodied in the Global Distribution System (GDS). This is achieved by making use of the GDS in the calculation of domestic fares and point to point fares within Africa.

OUTCOMES
Students should be able to:
• match city/country names with the correct IATA Traffic Conference Area and Sub-areas,
• apply the standards for correct fare selection, taxes and additional charges
• demonstrate the correct use of currency conversion and rounding procedures,
• apply the domestic fare construction steps for one way, round- and circle trip fares, and
• interpret special fare rules and conditions in order to identify the most suitable fare type.

Travel Operations 3B: Tourism Information Management

(SEMESTER MODULE)

NQF Credits: 16

NQF LEVEL: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module provides an insight into Information and Communication Technologies (ICT) and its effect on global transformation and business models, with specific reference to the tourism industry. Information is the life-blood of the industry; therefore the effective use of ICTs is pivotal for its competitiveness and prosperity. Distribution of this information is the most important activity along the tourism value chain. Without adequate air access and product distribution channels, the best destinations in the world would find it difficult to survive.

OUTCOMES
Students should be able to:
• increase awareness of technological developments and some major trends,
• demonstrate how organisations can achieve competitive advantage and strengthen competitiveness with the use of ICTs,
• explore how ICT’s can integrate the entire industry and economy locally through the development of ICT info-structure, and
• demonstrate that tourism organisations need to develop their virtually in order to gain significant benefits.

CBE.159 WORK INTEGRATED LEARNING

Work Integrated Learning 3

(SEMESTER MODULE)

NQF LEVEL: 6

NQF Credits: 40

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**
The qualification is primarily industry specific. The knowledge emphasises general principles and applications within the working environment. The purpose of this Work Integrated Learning component is to develop graduates who can demonstrate focus knowledge and skills in the travel and tourism environment. Typically they will have gained experience in applying such knowledge and competency skills in a workplace context. A depth and specialisation of knowledge, together with practical skills and experience in the workplace, enable successful students to enter into the Tourism Management career paths and to apply their learning to particular employment contexts from the outset.

**OUTCOMES**
Students should be able to:

- demonstrate tourism operational Skills through experiential learning in the tourism industry;
- work in a multi-cultural and dynamic environment, communicate effectively, and deal with group dynamics in an interactive and participative manner to solve problems;
- execute practical assignments;
- present written and oral reports effectively; and
- demonstrate a variety of competencies through a presentation debate.

**CBE.160 WORKPLACE PREPARATION**

**Workplace Preparation**

**(WPP1YR1)**

**YEAR/SEMESTER MODULE**

NQF LEVEL: 5  
NQF CREDITS: 16

**CALCULATION CRITERIA**

Continuous assessment

**PURPOSE**
The Workplace Preparation course is designed to prepare students for careers in the Operations Management field. Students are exposed to the Skills and knowledge required to provide a foundation for success both while studying Operations Management as well as in the workplace. The purpose of the module is to orientate and prepare students for both higher and lifelong learning by developing a basic understanding of the soft Skills required in the workplace. In particular, the module is designed to provide students with the Skills required for successful university study, as well as provide an understanding of the ethics and values underpinning business practice and enable them to develop the self-management, interpersonal and leadership Skills required in the workplace.

**OUTCOMES**

On completion of the Workplace Preparation module, the student should be able to:

- demonstrate the use of effective, individualised study habits and apply relevant study techniques ie appropriate note-taking, reading and exam-taking Skills to their academic work,
- apply the principles of time management to their own personal situation,
- understand and apply the principles of stress management,
- understand and apply the principles and models of personal change management,
understand and explain a variety of personal and interpersonal Skills,
manage their personal finances effectively,
explain values and principles and their importance,
understand and apply the principles of goal-setting.
SECTION E: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF SERVICE MODULES OFFERED BY THE COLLEGE OF BUSINESS AND ECONOMICS FOR DIPLOMA PROGRAMMES IN OTHER FACULTIES

CBE.161 FINANCIAL PRINCIPLES IN PRODUCTION

Financial Principles in Production 1A (FPO0AA1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to cover the basic concepts of costing, the recording of the elements of cost of production.

OUTCOMES
Students should be able to:
• describe and discuss the basic concepts in costing;
• identify and explain the different terms and concepts in respect of inventory-holding and administer different inventory systems comprehensively;
• examine critically the different terms and concepts in respect of labour;
• identify, explain and calculate the different terms and concepts in respect of overheads; and
• identify, explain and calculate cost-volume-profit analysis.

Financial Principles in Production 1B (FPO0BB1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to cover the basic concepts of costing, the recording of the elements of cost of production.

OUTCOMES
Students should be able to:
• describe, explain and apply job and process costing as a costing method;
• explain and prepare the individual sections of manufacturing cost statements; and
• explain and analyse budgetary information flow and prepare functional budgets.
CBE.162 ENTREPRENEURIAL SKILLS  

Entrepreneurial Skills  
(SEMESTER MODULE)  
NQF LEVEL: 6  
NQF Credits: 16

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE  
The purpose of this module is interdisciplinary in nature and aims to equip students with an entrepreneurial mind-set and a thorough understanding of the entrepreneurial process. To enhance chances of the non-business student to successfully launch and grow his or her own venture. Students will be taught to think conceptually and critically about the role of the individual in developing entrepreneurial practices in various occupational contexts.

OUTCOMES  
Students should be able to:  
- know the characteristics of the entrepreneurial personality  
- appreciate the economic significance of entrepreneurs and small firms  
- know the importance of innovation and creativity  
- understand the different forms / aspects of entrepreneurship  
- know how to lead a small business; and  
- appreciate the importance of running a business ethically

CBE.163 PROFESSIONAL DESIGN PRACTICE  

Professional Design Practice  
(SEMESTER MODULE)  
NQF Level 6  
NQF Credits: 8

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE  
The purpose of this module is to increase exposure and allow for integrated understanding and appreciation of the business and entrepreneurship opportunities available to students in all disciplines. In essence, this module builds on foundations of business venturing – a fundamentally different activity to business management. Its scope includes, but is not limited to, an ability to detect and exploit opportunities, plan in greater detail and project further into the future, greater bias towards creativity, multi-disciplinary and process-orientated approaches, the enhancement of entrepreneurial behaviours and the fostering of self-reliance and independence.

OUTCOMES  
Students should be able to:  
- Understand the family business;
• Understand a franchise;
• Understand some processes in business buyout;
• Understand growth strategies and options;
• Understand business failures and turnaround measures and harvesting and ventures;
• Understand E-commerce opportunities; and
• Understand corporate entrepreneurship.
SECTION F: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF SERVICE MODULES OFFERED BY OTHER FACULTIES FOR DIPLOMA PROGRAMMES IN THE COLLEGE OF BUSINESS AND ECONOMICS

CBE.164 ACTIVE CITIZENSHIP

Active Citizenship 1A (ACS1AA1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Continuous assessment
Full Period Mark Weight –100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to make students aware of the importance of citizenship, specifically active citizenship in a democracy, and its impact on their own lives and on the lives of others. The keyword here is AWARENESS. While Humanities has departments and modules that already touch on aspects of citizenship relative to their module content, for example, Politics, Public Governance, Communications, Philosophy, Sociology etc., there is no module currently that is dedicated wholly to active citizenship.

A module in active citizenship would aim to help the students to understand both their own identity and the nature of society and, most importantly, “how to manage the complex relationship of rights and responsibilities that exist between the two” (Ross, 2008: 492).

OUTCOMES
Upon completion of this module students should be able to:

- Use and apply citizenship knowledge, understanding and their own participative experiences in order to communicate and articulate different views, ideas and perspectives.
- Recognise that HIV and AIDS constitutes a very real and major challenge to citizenship and democracy globally but most especially in South Africa and acknowledge the resulting impact of this threat on all aspects of South African society.
- Advocate, negotiate, plan, make decisions and take action on citizen issues in the wider community.
- Carry out research and in-depth investigations of citizenship issues, problems and events, using different primary and secondary sources.
- Appreciate the complex and dynamic nature of identity and how it is informed by varying understandings of what it means to be a citizen of South Africa and the world.
- Discuss the relationship between citizenship and national identity; and.
- Acknowledge diversity of society and opinion while exploring the common or shared values within the South African society. This can be taken further to recognise commonalities within the region, Africa, and the wider world.
CBE.165 BUSINESS AND ADMINISTRATIVE COMMUNICATION

Business and Administrative Communication 1 (BBA1AA1)

SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Continuous Assessment
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to acquire reading and writing skills related to different contexts; to apply reading and writing Skills appropriately in different contexts.

OUTCOMES
Upon completion of this module students should be able to:
- communicate opinion effectively,
- summarise newspaper reports, and
- write effective business correspondence (letters, memoranda, paragraphs, summaries, e-mails and faxes.)

Business and Administrative Communication 1 (BBA1BB1)

SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Continuous Assessment
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to:
- know the communication process, and be able to communicate effectively with other people in different social contexts,
- reflect and apply interpersonal communication Skills,
- demonstrate effective public speaking Skills through oral presentation,
- reflect on the importance of sensitivity in multi-cultural contexts and consciously use that knowledge in interpersonal communication,
- gain knowledge of meeting procedures, types of meetings and documents associated with meetings.

OUTCOMES
Students should be able to:
- know the communication process and apply the terminology in a given context,
- distinguish between the different ego states as stipulated in Transactional Analysis and identify them in given case studies,
- demonstrate knowledge and understanding of sensitivity towards other cultures and embrace cultural diversity,
- use knowledge of verbal, non-verbal, interpersonal and multi-cultural communication to present a short speech on a given topic,
- write an agenda, notice and minutes of meetings, and
- know procedures and types of meetings.
CBE.166 BUSINESS LITERACY

**Business Literacy 1**  (BLC1001)
**YEAR MODULE**
**NQF LEVEL: 5**  
**NQF CREDITS: 8**

**CALCULATION CRITERIA**
Continuous Assessment

**PURPOSE**
The qualifying person will be able to use various modes of accessing and communicating information, including industry specific information technology, effectively in order to promote the Hospitality Industry in a changing business environment.

**OUTCOMES**
Students should be able to:
- identify various communication Skills and techniques (verbal, written, visual) to advance communication within the Hospitality Industry
- demonstrate basic knowledge of domestic destinations and international countries.

**Business Literacy 2**  (BLC2002)
**YEAR MODULE**
**NQF LEVEL: 5**  
**NQF CREDITS: 8**

**CALCULATION CRITERIA**
Continuous Assessment

**PURPOSE**
The purpose of this module is to use various modes of accessing and communicating information, including information technology, effectively in order to promote the Hospitality Industry in a changing business environment.

**OUTCOMES**
Students should be able to:
- use basic sociological and psychological knowledge to advance communication within the Hospitality Industry.

CBE.167 BUSINESS LAW

**Business Law 1A**  (BUL41A1)
**SEMESTER MODULE**
**NEW NQF/OLD NQF LEVEL 5**  
**NQF CREDITS: 15**

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**
The purpose of this module is to acquire a basic knowledge and reflective understanding of the prescribed substantive law. Students will be introduced to the basic requirements for a valid contract and the consequences of contracts.

**OUTCOMES**
Students should be able to:
- identify and explain the sources of South African Law;
- briefly define the law relating to contract and basic concepts used;
- explain the requirement of serious intention to conclude a contract;
- explain and demonstrate consensus (meeting of the minds) and how it comes about;
- explain and apply the factors that may influence consensus, and to consider whether each of them renders the contract either void or voidable;
- explain and apply the meaning of contractual capacity and the contractual capacities of different categories of persons;
- explain the term “legality” and to consider the effect of illegality on a contract;
- identify and illustrate the different formalities that can be required for a contract to come into existence;
- explain the possibility of certain or ascertainable performance under the contract as a requirement for a valid contract, and to consider the effects of initial and supervening impossibility of performance on a contract;
- demonstrate the consequences of valid, void and voidable contracts;
- identify the different parties who may be party to, or involved in, a contract;
- identify and explain the different terms that makes up a contract;
- define and explain the principles relating to breach of contract and the different forms it can take;
- identify and explain the correct remedies for the different kinds of breach of contract;
- identify and explain the different ways in which a contract can come to an end; and
- explain and apply in the actual interpretation of a law, the theory, rules and principles of interpretation theory.

**Business Law 1B**
***SEMESTER MODULE***
NEW NQF/OLD NQF LEVEL 5     NQF CREDITS: 15

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**
The purpose of this module is to acquire a basic knowledge and reflective understanding of the prescribed substantive law. Students will be enabled to discuss basic principles of different categories of specific contracts.

**OUTCOMES**
Students should be able to:
- understand the law pertaining to contracts of sale;
- identify, apply and discuss the salient provisions of applicable legislation (i.e. the National Credit ACT (NCA) 34 of 2005) and to familiarize the student with the concept of buying or leasing goods and services on credit;
- understand the concept of using and enjoying property while the ownership of it lies elsewhere;
- explain the concept of insurance and to explain the basic principles relevant thereto;
- identify and explain the ways in which a creditor can secure the debt owed by a debtor;
- identify and explain the ways in which to obtain credit, pay debts and promise to pay debts, other than in cash; and
- explain the applicable legal rules if a debtor is wound-up / the estate of a debtor is sequestrated.
CBE.168 COMMUNICATION

Communication 1A           (ATK1AA1)
SEMESTER MODULE            NEW NQF/OLD NQF LEVEL 5
(NEW NQF CREDITS: 16)

CALCULATION CRITERIA
Continuous assessment
Full Period Mark Weight –100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to acquire reading and writing skills related to different contexts; to apply reading and writing skills appropriately in different contexts.

OUTCOMES
Students should be able to:
- Communicate opinion effectively;
- Summarise newspaper reports; and
- Write effective business correspondence (letters, memoranda, paragraphs, summaries, e-mails and faxes).

Communication 1B           (ATK1BB1)
SEMESTER MODULE            NEW NQF/OLD NQF LEVEL 5
(NEW NQF CREDITS: 16)

CALCULATION CRITERIA
Continuous assessment
Full Period Mark Weight –100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to:
- Know the communication process, and be able to communicate effectively with other people in different social contexts.
- Reflect and apply interpersonal communication Skills.
- Demonstrate effective public speaking Skills through oral presentation.
- Reflect on the importance of sensitivity in multi-cultural contexts and consciously use that knowledge in interpersonal communication; and
- Gain knowledge of meeting procedures, types of meetings and documents associated with meetings.

OUTCOMES
Students should be able to:
- Know the communication process and apply the terminology in a given context.
- Distinguish between the different ego states as stipulated in Transactional Analysis and identify them in given case studies.
- Demonstrate knowledge and understanding of sensitivity towards other cultures and embrace cultural diversity.
- Use knowledge of verbal, non-verbal, interpersonal and multi-cultural communication to present a short speech on a given topic.
- Write an agenda, notice and minutes of meetings; and
- Know procedures and types of meetings.
Communication 1  
(COS1AA1) 
SEMESTER MODULE  
NEW NQF/OLD NQF LEVEL 5  
NQF CREDITS: 16

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE  
The purpose of a module is to develop the ability of students to select and apply communication Skills in ways that are appropriate to the particular workplace context, audience and situation of the discipline of analytical chemistry.

OUTCOMES  
Students should be able to:  
- Communicate effectively in science  
- Make a formal presentation of at least three minutes  
- Read text critically  
- Answer questions based on text; and  
- Write a paragraph.

CBE.169 ENGLISH

English 1A  
(PME1AA1)  
SEMESTER MODULE  
NEW NQF/OLD NQF LEVEL 5  
NQF CREDITS: 16

CALCULATION CRITERIA  
Continuous assessment  
Full Period Mark Weight – 100%  
Examination Mark Weight – 0%

PURPOSE  
The purpose of the module is to acquire reading and writing Skills related to different contexts; to apply reading and writing Skills appropriately in different contexts.

OUTCOMES  
Students should be able to:  
- Communicate opinion effectively.  
- Summarise newspaper reports; and  
- Write effective business correspondence (letters, memoranda, paragraphs, summaries, e-mails and faxes.)

English 1B  
(PME1BB1)  
SEMESTER MODULE  
NEW NQF/OLD NQF LEVEL 5  
NQF CREDITS: 16

CALCULATION CRITERIA  
Continuous assessment  
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of the module is to:
- Know the communication process, and be able to communicate effectively with other people in different social contexts.
- Reflect and apply interpersonal communication Skills.
- Demonstrate effective public speaking Skills through oral presentation.
- Reflect on the importance of sensitivity in multi-cultural contexts and consciously use that knowledge in interpersonal communication.
- Gain knowledge of meeting procedures, types of meetings and documents associated with meetings.

OUTCOMES
Students should be able to:
- Know the communication process and apply the terminology in a given context.
- Distinguish between the different ego states as stipulated in Transactional Analysis and identify them in given case studies.
- Demonstrate knowledge and understanding of sensitivity towards other cultures and embrace cultural diversity.
- Use knowledge of verbal, non-verbal, interpersonal and multi-cultural communication to present a short speech on a given topic.
- Write an agenda, notice and minutes of meetings; and
- Know procedures and types of meetings.

**English 1A (Marketing module) **  
(RMM1AA1/RET1AA1)

**SEMESTER MODULE**

**NEW NQF/OLD NQF LEVEL 5**

**NQF CREDITS: 16**

CALCULATION CRITERIA
Continuous assessment

**Full Period Mark Weight – 100%**

**Examination Mark Weight – 0%**

PURPOSE
The purpose of the module is to:
- Collect, analyse, organise and critically evaluate information, fundamental to the process of growing language capability across language applications and fields of study.
- Identify and solve problems: using context to decode and make meaning individually and in groups in oral, reading and written activities.
- Differentiate and apply language usage in business and academic contexts.
- To apply reading and writing Skills appropriately to different contexts.

OUTCOMES
Students should be able to:
- use Mechanics of Grammar correctly.
- analyse and respond to texts produced for a range of purposes, audiences and contexts.
- identify and critically explore textual features and language usage in texts.
- communicate own opinion effectively.
- summarise a newspaper report; and
- write a paragraph with correct structure and grammar.
English 1B (Marketing module) (RMM1BB1/RET1BB1)

SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 16

CALCULATION CRITERIA
Continuous assessment
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of the module is to:
• Collect, analyse, organise and critically evaluate information, fundamental to the process of growing language capability across language applications and fields of study
• Identify and solve problems: using context to decode and make meaning individually and in groups in oral, reading and written activities.
• Differentiate and apply language usage in business and academic contexts.
• To apply reading and writing Skills appropriately to different contexts.

OUTCOMES
Students should be able to:
• Use Mechanics of Grammar correctly.
• Analyse and respond to texts produced for a range of purposes, audiences and contexts.
• Identify and critically explore textual features and language usage in texts.
• Communicate own opinion effectively.
• Summarise a newspaper report.
• Write a paragraph with correct structure and grammar.

CBE.170 LABOUR LAW

Labour Law (LLA41A1)
Labour Law (LLA41B1)

Please refer to the Faculty of Law for the calculation criteria, purpose and outcomes of these modules.

CBE.171 LABOUR RELATIONS AND LAW

Labour Relations and Law 3A (LRL03A3)
Labour Relations and Law 3A (LRE03A3)
Labour Relations and Law 3B (LRL03B3)

Please refer to the Faculty of Law for the calculation criteria, purpose and outcomes of these modules.
CBE.172 MATHEMATICS: FINANCE AND BUSINESS

Mathematics for Finance and Business 1A (MATDCA1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to give students a proper foundation in important Mathematical skills needed to pursue studies in Accounting, Business, Finance and Economics. Students are taught various topics in fundamental Algebra, Graphs, Financial Mathematics, Statistics and Calculus with direct applications in the relevant fields.

OUTCOMES
Students should be able to:
- accurately perform basic calculations in algebra;
- correctly apply the algebraic techniques learned to problem solving;
- apply consistently the features of a straight line to selected problems;
- solve and discuss economic and financial based problems by means of graphs, lines, functions and inequalities;
- apply methodically non-linear functions to selected areas in the economic sciences;
- calculate and apply exponential and logarithmic functions to selected problems;
- apply concepts of percentage, rates and ratio;
- logically reason problems using the Skills that they have learned; and
- reproduce formulas and apply techniques in order to solve economic and financial science related problems.

Mathematics for Finance and Business 1B (MATDCB1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to teach students more intermediate Mathematical Skills needed to pursue studies in Accounting, Business, Finance and Economics. Students are taught various topics in fundamental Algebra, Graphs, Financial Mathematics, Statistics and Calculus with direct applications in the relevant fields.

OUTCOMES
Students should be able to:
- accurately perform time value of money calculations;
- correctly apply time value of money to problem solving;
• solve methodically, simultaneous equations and apply them to selected problems in the economic sciences;
• determine by means of linear programming solutions to constrained problems;
• perform and interpret descriptive statistics calculations;
• determine and discuss probability related problems;
• apply the rules of differentiation logically to selected areas in the financial and economic sciences;
• logically reason problems using the Skills that they have learned; and
• reproduce formulas and apply techniques in order to solve economic and financial science related problems.

CBE.173 OPERATIONS MANAGEMENT

Operations Management 1A (OPM11A1)
SEMINER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce first year students to the science of operations management.

OUTCOMES
Students should be able to:
• Appreciate the role and scope of the function in the context of the production of goods and services in either profit oriented or not-for-profit endeavors;
• Motivate the responsibility of the Operations /Production Manager in terms of formulation and execution of corporate;
• Appreciate the need to develop and implement a product strategy that meets the demands of the market;
• Select and apply a suitable forecasting technique to facilitate decision-making;
• Convey the main considerations relative to the planning of capacity for a given production system;
• Determine the best way to meet forecasted demand by adjusting controllable production variables to minimise cost over the planning period;
• Appreciate the need and importance for short term scheduling within the parameters of the aggregate and capacity plans;
• Appreciate that Project management is an integrated management methodology allowing for the employment of dedicated resources for a restricted time and specific objective; and
• Appreciate the role of the Human resource (HR) in Operations Management.
Operations Management 1B (OPM11B1)

SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce first year students to the science of operations management.

OUTCOMES
Students should be able to:
- Appreciate the strategic and operational implications of location selection;
- Develop an economic layout that will meet the firm’s competitive requirements;
- Appreciate the essential characteristics of the supply chain in OM;
- Appreciate the role of investment in inventory in the execution of a business strategy;
- Recognize MRP as a dependent inventory management technique;
- Grasp the philosophy of Just-In-Time (JIT) as a factor in pursuing a competitive advantage; and
- Appreciate the necessity for maintenance to ensure reliability of production systems.

CBE.174 PRODUCTION PLANNING AND CONTROL

Production Planning and Control 1A (PPL11A1)
Production Planning and Control 1B (PPL11B1)

Please refer to the Faculty of Engineering and the Built Environment for the calculation criteria, purpose and outcomes of these modules.

CBE.175 QUANTITATIVE TECHNIQUES

Quantitative Techniques A (STAQ1A1)

SEMESTER MODULE
NQF Level 5
NQF Credits: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students majoring in Management and other fields of business administration with knowledge to equip them with the mathematical knowledge base and many applications of descriptive and inferential statistics. Statistics is the science that processes and analyses data in order to provide managers with useful
information to aid in decision making. This module is not only relevant to the student’s present academic program; it is also relevant to her/his future personal and professional life.

OUTCOMES
On completion of this learning event, the student should be able to:

- Explain and perform various calculations involving relevant mathematical concepts;
- Collect, summarize and perform calculations based on data; and
- Calculation and interpretation of index numbers.

Quantitative Techniques B (STAQ1B1)
SEMESTER MODULE
NQF Level 5 NQF Credits: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students majoring in Management and other fields of business administration with knowledge to equip them with the mathematical knowledge base and many applications of descriptive and inferential statistics. Statistics is the science that processes and analyses data in order to provide managers with useful information to aid in decision making. This module is not only relevant to the student’s present academic program; it is also relevant to her/his future personal and professional life.

OUTCOMES
On completion of this learning event, the student should be able to:

- explain, calculate and interpret linear regression and correlation analysis;
- apply linear models to analyse and project time series;
- describe and perform calculations involving probabilities and probability distributions; and
- compute and interpret estimates and carry out hypothesis testing.
CBE.176 ACCOUNTING

**Accounting (ADIA001)**

**YEAR MODULE**

NEW NQF LEVEL 7   NQF CREDITS: 30

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to apply the basic concepts of discounted cash flow models in a property valuation and management environment.

**OUTCOMES**

Students should be able to:

- discuss the accounting treatment of integrated and advanced practical case studies, as well as present and disclose integrated accounting transactions in the statement of comprehensive income, statement of changes in equity and statement of financial position in accordance with International Financial Reporting Standards and/or Interpretations; and
- present and disclose integrated accounting transactions in the consolidated statement of comprehensive income, statement of changes in equity and the statement of financial position for the different investment types.

CBE.177 ADVANCED INDUSTRIAL RELATIONS

**Advanced Industrial Relations 4A (BIR43A1)**

**SEMESTER MODULE**

NQF LEVEL: 7   NQF CREDITS: 16

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

This module is primarily vocational or industry specific. The knowledge emphasizes general principles and application. The purpose of the BTech, of which this module is part of, is to develop students who can demonstrate focused knowledge and Skills in human resource management. Typically, students will be exposed to specialized knowledge which can be immediately applied in the workplace.

Students will be exposed to industrial relations (IR) theory in a more practical form by means of class discussions, practical assignments which requires them to investigate how theory is applied in the workplace, and assessments in the form of case studies. Relevant
South African Industrial Relations legislation will be studied and students given case studies to apply them in a more practical sense.

OUTCOMES
Students should be able to:
- management of conflict in the workplace,
- evaluation of worker participation in SA,
- learn and apply industrial relations theories,
- industrial relations is analysed as a system,
- trade unions and organisational rights, and
- recognition and collective agreements.

Advanced Industrial Relations 4B
(BIR43B1)
SEMESTER MODULE
NQF LEVEL: 7  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module is primarily vocational or industry specific. The knowledge emphasizes general principles and application. The purpose of the BTech, of which this module is part of, is to develop students who can demonstrate focused knowledge and Skills in human resource management. Typically, students will be exposed to specialized knowledge which can be immediately applied in the workplace. Students will be exposed to industrial relations (IR) issues in a more practical form by means of class discussions, practical assignments which requires them to investigate how theory is applied in the workplace, and assessments in the form of case studies.

OUTCOMES
Students should be able to:
- managing industrial action,
- dealing with retrenchments,
- establishment of conditions of employment,
- manage HIV/AIDS in the workplace,
- maintenance of safety standards in the organisation, and
- management of absenteeism in the organisation.

CBE.178 ADVANCED BUSINESS ANALYSIS

Advanced Business Analysis
(ABA11A1)
SEMESTER MODULE
NQF LEVEL: 7  NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to develop confident, competent, multi-skilled professional Business Analysts, who are capable of reducing organisational risk, and increasing organisational value from the deployment of technology-based solutions. Modern thinking now splits the analysis function and as a result, the traditional role of the Systems Analyst has evolved into two distinct new roles: that of the Business Analyst who often reports into the business, and the Solution or Application Architect, who is an IT specialist. The main focus of the BA is to elicit and document requirements for new business solutions that usually have a technology base. The core body of knowledge is defined in the emerging BABOK™ (Business Analysis Body of Knowledge) which is defined by the IIBA® (International Institute of Business Analysis).

This module does not teach a specific dogma and methodology. Its intention is to develop thinking, confident Business Analysts with a strong grounding in selected, representative tools and techniques and an awareness of different project and software lifecycles.

OUTCOMES
Students who successfully complete this course will be able to:
- understand the multi-skilled role and responsibilities of the modern professional Business Analyst
- deliver presentations, run workshops and JAD sessions, and conduct interviews
- have a strong problem-solving focus, and be able to think strategically about IT solutions
- gather and document functional, informational and non-functional requirements
- understand and be able to produce common BA artefacts, including business cases and functional specifications; and
- model processes, data, organisation and interfaces using strong modelling Skills.

CBE.179 ADVANCED DATABASE

Advanced Database (ADB11A1)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
Database systems are the information heart of modern enterprises, where they are used for processing business transactions and for understanding and managing the enterprise. Business intelligence is the analysis of data to improve management of the enterprise and routine business operations such as intelligent supply chain management. Students who complete this module will be prepared to design and implement both transaction processing and decision support databases, and to use data mining technologies to discover the structure, trends, and relationships in the data to produce valuable business insights and effective decision support processes.

This module covers advanced aspects of database management systems including advanced normalization and denormalisation, query optimization, object-oriented and object-relational databases, data warehousing, data mining, distributed databases, XML, XSL, and databases for web applications. There is extensive coverage of SQL and
database instance tuning. Students learn about the advanced object-relational features in DBMS such as Oracle, including navigational query, BLOBs and abstract data types.

**OUTCOMES**
Students should be able to:
- Gain good understanding of relational data model in terms of data structure, data integrity, and data manipulation.
- Create and understand conceptual database models utilizing entity-relationship modelling
- Design data structures that will limit redundancy and enforce data integrity while conforming to organisational requirements utilizing normalization methodology
- Understand the theory behind the relational data model as it applies to interactions with current database management systems
- Read and interpret a given data model to query the database and transform the data into information using Structured Query Language
- Implement a data model in a current relational database management system; and
- Create reports, based on transactional data, including elements such as data groupings and summary values.

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**CBE.180 ADVANCED MANAGEMENT OF TRAINING**

**Advanced Management of Training 4A**  
(BOL43A1)

**SEMESTER MODULE**

NQF LEVEL: 7  
NQF CREDITS: 16

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**
This module is primarily vocational or industry specific. The knowledge emphasizes general principles and application. The purpose of the BTech, of which this module is part, is to develop students who can demonstrate focused knowledge and Skills in human resource management. Typically, students will be exposed to specialized knowledge which they can be immediately applied in the workplace.

Students will be exposed to education, training and development (ETD) theory in a more practical form by means of class discussions, practical assignments which requires them to investigate how theory is applied in the workplace, and assessments in the form of case studies. Relevant South African ETD legislation will be studied and students given case studies to apply them in a more practical sense.

**OUTCOMES**
Students should be able to:
- learn and apply training and development theories,
- develop the human resource development (HRD) strategy,
- design and implement training policies within the organisation, and
- apply performance consulting principles in the training environment.
Advanced Management of Training 4B  
(SEMESTER MODULE)  
(NQF LEVEL: 7)  
(NQF CREDITS: 16)

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module is primarily vocational or industry specific. The knowledge emphasizes
general principles and application. The purpose of the BTech, of which this module is part
of, is to develop students who can demonstrate focused knowledge and Skills in human
resource management. Typically, students will be exposed to specialized knowledge
which they can be immediately applied in the workplace.
Students will be exposed to education, training and development (ETD) contemporary
issues in a more practical form by means of class discussions, practical assignments
which requires them to investigate how theory is applied in the workplace, and
assessments in the form of case studies.

OUTCOMES
Students should be able to:
• learn and apply management development methods,
• identify and analyse the training and development needs of the organisation,
• evaluate training and development programmes used in the organisation, and
• development of the quality management system for the organisation.

CBE.181 ADVANCED MARKETING FINANCE

Advanced Marketing Finance 4A  
(SEMESTER MODULE)  
(NEW NQF/OLD NQF LEVEL 7)  
(NQF CREDITS: 20)

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce financial accounting principles and concepts
at a level consistent with non-accounting students. In this module, the students will be
taught the basic principles of accounting, the recording of accounting transactions and
basic calculations, the reporting of accounting performance and accounting position, and
the analysis and interpretation of financial statements. This module helps students to
understand the process flow relating to assets, liabilities, equity, income and expenses,
and the financial reporting relating to these processes. Students will be introduced to
company financial statements, and the interrelationship between the different
components of these financial statements.

OUTCOMES
Students should be able to:
• Explain the nature and roles of financial accounting, management accounting and financial management and identify the main users of financial accounting and their needs;
• Define and apply the basic accounting principles, identify and classify financial transactions according to the key elements of financial statements and prepare a basic statement of financial position;
• Identify and classify financial transactions according to the key elements of financial statements, prepare a basic statement of profit or loss and understand what a statement of comprehensive income consists of;
• Identify current assets, perform calculations relating to gross profit percentages and mark-up percentages on inventory and be able to calculate the cost of sales and gross profit for a business;
• Identify and categorise non-current assets as well as calculate and record the depreciation of these assets and their carrying values over their useful lives using different methods of depreciation;
• Identify and record transactions relating to the issuing of shares and the payment of dividends, and be able to calculate the increase in equity as a result of a share issue as well as dividends payable during a reporting period;
• Prepare a basic statement of changes in equity for a business and understand how this statement connects with the statement of comprehensive income as well as the statement of financial position;
• Explain the main sources of finance available to a business, and the advantages and disadvantages of each source of financing; and
• Identify the major categories of ratios that can be used to analyse the financial performance and position of a business, be able to calculate key financial ratios and explain the significance of the ratios calculated.

Advanced Marketing Finance 4B (BGF44B4)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 7
NQF CREDITS: 20

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce management accounting and finance principles and concepts at a level consistent with non-accounting students. In this module, students will be taught the basic principles of cost and management accounting, the use of different capital budgeting techniques, the preparation of a manufacturing cost statement as well as cash budgets, the use of cost-volume profit analysis and calculations relating to capital investment and financing decisions, and the calculation and interpretation of working capital ratios.

OUTCOMES
Students should be able to:
• Identify the relevance of costs when making management decisions, distinguish between different types of costs and understand the impact of these differences on risk management and short-term and long-term management decisions;
• Define and understand the different terms and concepts used in relation to inventory, be able to classify inventory according to these criteria, and record basic inventory transactions in various management reports;
• Identify and record transactions relating to the payment of wages, and the recording of wage deductions and other labour expenses;
• Correctly classify overheads, calculate the fixed and variable components and understand the concepts and principles of standard costing and variance analysis;
• Understand the cost flows in a manufacturing concern and be able to prepare a manufacturing cost statement;
• Explain the relationship between costs, volume of production and profit, calculate the break-even point for a product, and explain the implications of this for management planning and decision-making;
• Identify the purpose of budgeting, explain the budgeting process, prepare a basic cash budget and show how flexible budgeting can be used by management to control dimensions of the business and optimize profit;
• Explain the importance of capital investment decisions and the use of various decision-making tools to optimize investment decisions; and
• Identify the elements of working capital and the relevance of working capital ratios as a management tool.

CBE.182 ADVANCED PERSONNEL MANAGEMENT

Advanced Personnel Management 4A (GPS41A1)
SEMESTER MODULE
NQF LEVEL: 7 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module is primarily vocational or industry specific. The knowledge emphasizes general principles and application. The purpose of the BTech, of which this module is part of, is to develop students who can demonstrate focused knowledge and Skills in human resource management. Typically, students will be exposed to specialized knowledge which can be immediately applied in the workplace.

Students will be exposed to Human Resource Management (HRM) theory in a more practical form by means of class discussions, practical assignments which require them to investigate how theory is applied in the workplace, and assessments in the form of case studies.

OUTCOMES
Students should be able to:
• discuss the challenges of HRM,
• discuss HRM planning as a process,
• relate research to problem solving in the organisation,
• analyse job design and job analysis as cornerstones of HRM, and
• discuss recruitment and selection within the S.A. context.
**Advanced Personnel Management 4B**

**SEMESTER MODULE**

**NQF LEVEL:** 7  
**NQF CREDITS:** 16

**CALCULATION CRITERIA**

- Minimum Full Period Mark for Examination Admission – 40%
- Full Period Mark Weight – 50%
- Examination Mark Weight – 50%

**PURPOSE**

This module is primarily vocational or industry specific. The knowledge emphasizes general principles and application. The purpose of the BTech, of which this module is part of, is to develop students who can demonstrate focused knowledge and Skills in human resource management. Typically, students will be exposed to specialized knowledge which can be immediately applied in the workplace. Students will be exposed to Human Resource Management (HRM) challenges and issues in a more practical form by means of class discussions, practical assignments which require them to investigate how theory is applied in the workplace, and assessments in the form of case studies.

**OUTCOMES**

Students should be able to:

- discuss human resource management and the competitive edge,
- integrating quality management and human resources,
- management of intellectual capital within organisations,
- challenges and ethical issues in human resource management are discussed, and
- analysis of the future of the human resource management.

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**CBE.183 ADVANCED PROGRAMMING**

**Advanced Programming**

**SEMESTER MODULE**

**NQF LEVEL:** 7  
**NQF CREDITS:** 15

**CALCULATION CRITERIA**

- Minimum Full Period Mark for Examination Admission – 40%
- Full Period Mark Weight – 50%
- Examination Mark Weight – 50%

**PURPOSE**

This module presents an advanced view of computer programming, mainly using C++. The use of current operating systems (e.g. Linux and Unix) and compilers (e.g. gcc) will also be presented. Object Oriented Programming will also be discussed in detail. Object Oriented Programming is quite different than functional or procedural programming, and it is difficult to learn on your own. The differences and similarities between Java and C++ will also be discussed. Hands-on programming will be a key part of the course. The goal of this module is to introduce and study key concepts related to computer programming for scientific and engineering applications.

**OUTCOMES**

Students should be able to:

- Apply and develop object oriented code.
• Develop software for a variety of architectures (e.g. Windows, Unix, and Linux).
• Choose an appropriate computer language (e.g. C++, Java, Ada) for a given project.
• Demonstrate basic knowledge of parallel programming concepts (e.g. MPI, OpenMP, threads, etc.); and
• Demonstrate basic knowledge of software engineering concepts

CBE.184 APPLICATION OF CORPORATE EVENTS

Application of Corporate Events (A3FCE7X or ACE1CP1 and ACE2CP1)

SEMESTER MODULE (A3FCE7X) ONLINE MODULES (ACE1CP1 and ACE2CP1)
NEW NQF LEVEL 7 NQF CREDITS: 20

CALCULATION CRITERIA FOR MODULE A3FCE7X
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR MODULE: ACE1CP1 AND ACE2CP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to provide students with a clear understanding of corporate events and the implications thereof, as well as a practical understanding of corporate events and how they are used within the financial market environment.

OUTCOMES
Students should be able to:
• explain the definitions of corporate actions, various event types and the timelines involved;
• evaluate the general principles of corporate actions and the application thereof;
• advise clients on best practice with regard to the selection of financial market corporate events; and
• record and process financial market corporate events (per client instructions on market default but to firm/client mandate on instruction).

CBE.185 APPLIED FINANCIAL MATHEMATICS

Applied Financial Mathematics (A3FAF7X/AFM1CP1)
QUARTER MODULE (A3FAF7X) ONLINE MODULE (AFM1CP1)
NEW NQF LEVEL 7 NQF CREDITS: 10

CALCULATION CRITERIA FOR MODULE: A3FAF7X
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
CALCULATION CRITERIA FOR MODULE: AFM1CP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to develop a student’s financial mathematics skills which are required in the other modules related to finance to ensure students can cope with the mathematical calculations that are covered in other modules.

OUTCOMES
Students should be able to:
- understand and apply formulas in the context of finance;
- interpret and solve financial related problems; and
- perform calculations by applying mathematical principles.

Additional note: The College allows students to write an assessment of Skills exam for this module. On passing the assessment of Skills exam the student would have proved that (s)he has the required expertise for Applied Financial Math and will therefore be granted a credit for the module.

If a student wishes to write the assessment of Skills exam (s)he needs to register for the module and will be debited for the relevant fees. On passing the assessment of Skills exam the student will be granted a credit for the module and will be credited with the relevant fee for the module. If a student fails the assessment of Skills exam (s)he will remain registered for the module and will not be refunded the fee for the module.

CBE.186 APPLIED LOGISTICS PROCESSES AND PRACTICES

Applied Logistics Processes and Practices
(ALP01B1 or ALP1CP1)

SEMESTER MODULE (ALP01B1)            ONLINE MODULE (ALP1CP1)
NQF LEVEL: 7                  NQF CREDITS: 16

CALCULATION CRITERIA FOR BOTH MODULES
Continuous Assessment

PURPOSE
The purpose of this module is to enable students to integrate theory in a practical application in a simulated logistics environment.

OUTCOMES
Students should be able to:
- take appropriate decisions to the benefit of the Logistics company/organisation; and
- apply theoretical knowledge in order to run an effective logistics business.
CBE.187 APPLIED RESEARCH FOR RETAILING

Applied Research for Retailing 1A (ARR11A1)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to guide the student through the marketing research process and presenting sound marketing research principles and methods to the student. Students should develop intellectual competencies and practical skills in the range of decisions relating to the marketing research process and be able to conduct a marketing research project.

OUTCOMES
Students should be able to:
• explain, illustrate and discuss the key concepts, processes and principles required in the implementation of a marketing research task,
• comment on the importance of research for all retail organisations in their activities and show how organisations use research in their marketing activities, and
• collect, analyse, organise and critically evaluate secondary research information using the internet, academic journals and other information sources.

Applied Research for Retailing 1B (ARR21B1)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to guide the student through the marketing research process and presenting sound marketing research principles and methods to the student. Students should develop intellectual competencies and practical skills in the range of decisions relating to the marketing research process and be able to conduct a marketing research project.

OUTCOMES
Students should be able to:
• critically evaluate an existing questionnaire and design their own questionnaire to achieve specific research objectives,
• choose an appropriate survey and sampling method for a survey,
• interpret research findings, and
• develop a research project within a given retail situation.
CBE.188 APPLIED TIME VALUE OF MONEY

Applied Time Value of Money  
SEMESTER MODULE  
NEW NQF LEVEL 7  
NQF CREDITS: 24

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to apply the concept of time value of money in a property valuation and management environment.

OUTCOMES
Students should be able to:
- explain the concept of time value of money;
- perform and interpret the following simple and compound interest calculations on single amounts/lump sums, annuities/annuities due/escalating annuities, perpetuities, and mixed/multiple cash flows, using applicable formulae, interest factor tables, a financial calculator, and Excel, and apply it to appropriate situations:
  - Number of periods (N);
  - Interest rate per year (I/Y);
  - Present value (PV);
  - Payment (PMT); and
  - Future value (FV).
- distinguish between discrete and continuous compounding and apply appropriately;
- understand the difference and convert between effective and various nominal interest and apply correctly in appropriate situations;
- perform amortisation and draw up amortisation tables; and
- apply the principles of net present value (NPV) and internal rate of return (IRR) to cash flow streams.

CBE.189 APPLIED TRANSPORT PROCESSES AND PRACTICES

Applied Transport Processes and Practices  
SEMESTER MODULE (ATP01B1)  
ONLINE MODULE (ATP1CP1)  
NQF LEVEL: 7  
NQF CREDITS: 16

PURPOSE
This module enables students to integrate theory in a practical application through a simulated transport environment.

OUTCOMES
Students should be able to:
- Take appropriate decisions to the benefit of the transport company/organisation.
- Apply theoretical knowledge in order to run an effective transport business.
CBE.190 AUDITING

Auditing
YEAR MODULE
NEW NQF LEVEL 7
NQF CREDITS: 30

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the students a strong and academically sound understanding of governance and control of organisations. The student should, after completing the module, be competent in understanding the relevant governance and control principles and apply them to given practical scenarios.

OUTCOMES
Students should be able to:
- discuss the governance of companies in integrated and advanced practical case studies; and
- discuss the controls within companies in integrated and advanced practical case studies.

CBE.191 BUSINESS ETHICS AND CITIZENSHIP

Business Ethics and Citizenship
SEMESTER MODULE
NEW NQF LEVEL 7
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the concepts of ethics and the role of ethics within a business environment to students. The module also encourages students to work together in groups, enforcing the principles of teamwork and time management.

OUTCOMES
Students should be able to:
- discuss the principles of business ethics, citizenship and professionalism;
- correctly apply the principles of business ethics, citizenship and professionalism to a practical scenario; and
- use the principles of teamwork and time management effectively to produce a group project and presentation on a topic within the business environment.
CBE.192 BUSINESS MATHEMATICS

Business Mathematics (ADPVM04)
SEMESTER MODULE
NEW NQF LEVEL 7
NQF CREDITS: 24

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to use basic mathematical knowledge and Skills in a property valuation and management environment.

OUTCOMES
Students should be able to:
- use basic mathematical knowledge and Skills by demonstrating the order of operations in formulae, including brackets, powers and roots, percentages and proportions;
- solve and apply simple and quadratic equations (including graphs);
- prepare correct tabulations of data and draw and interpret histograms;
- calculate (for both ungrouped and grouped data) the arithmetic mean, median, mode, range, variance, standard deviation and coefficient of variation;
- calculate simple probability and demonstrate the addition and multiplication rules of probability; and
- accurately explain the properties of normal distribution by drawing and interpreting applicable normal curves.

CBE.193 BRAND MARKETING

Brand Marketing (MBR44B4)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 20

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to deal with the concept and practice of brand management, why it is important, what brands represent to consumers and what should be done by organisations to manage brands properly.

It is the objective of this module is to provide a comprehensive and up-to-date treatment of the subject of brands, brand equity, and strategic brand management. Through this module, Students are exposed to the concepts and techniques to improve long-term profitability of their brand strategies. The module provides the Student with a framework for comprehensive reflection and analysis - thus a rational means to find answers. Students should develop intellectual competencies and practical skills in the range of decisions implicit in brand management. Students should further be able to use
a variety of analytical frameworks for making decisions regarding appropriate brand managing strategies and reflect on the applications made.

This module prepares Students to apply their acquired competencies and Skills in strategically managing brands that will contribute to the success of business organisations, through successfully satisfying the needs of consumers.

OUTCOMES
Students should be able to:

- explain brand equity, the new rules of brand management and brand identity,
- point out the value of brand management and be able to manage brands, from the stage of launching to phasing it out,
- manage a combination of brand portfolios by constantly bringing into account related strategic issues,
- meet the requirements, as set out by the international arena, and
- Take care of a financial evaluation and accounting for brands.

CBE.194 CLIENT SERVICE AND FINANCIAL ADVICE

Client Service and Financial Advice

*(A3FCS7X or CSF1CP1 and CSF2CP1)*

**SEMESTER MODULE (A3FCS7X)**

**ONLINE MODULES (CSF1CP1 and CSF2CP1)**

**NEW NQF LEVEL 7**

**NQF CREDITS: 25**

**CALCULATION CRITERIA FOR MODULE A3FCS7X**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**CALCULATION CRITERIA FOR MODULE: CSF1CP1 AND CSF2CP1**

Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

**PURPOSE**

The purpose of this module is to provide a student with a framework on dealing with clients and the appropriate processes for providing financial advice, as well as a framework to source information from a client in order to meet the requirements of setting up a client portfolio and assisting clients with any questions related to the portfolio.

**OUTCOMES**

Students should be able to:

- construct and provide investment and investment advice services to clients;
- implement the correct procedures in respect of the take-on of new clients, their client identification and verification, record keeping and suspicious transaction reporting;
- apply rules and regulations pertaining the provision of financial markets information and advice;
- apply the codes of conduct applicable to the financial markets;
- evaluate and manage the risk associated with different asset classes;
- evaluate the risk factors including political risks, legislative risks, currency risks and equity risk premiums;
• explain and calculate tax implications of different asset classes and the trading in those asset classes;
• describe investment analysis and portfolio management and calculate the effects of financial instruments used in portfolio management;
• interview clients and obtain information on clients’ financial position;
• assess clients’ needs, objectives and risk profiles;
• obtain clarity on client mandates;
• document the information obtained from clients;
• provide information on financial market matters, market conditions and products;
• measure the performance of an investment portfolio;
• identify the market asset classes that will satisfy the client needs and profile;
• identify and articulate the risks related to asset classes; and
• identify elements of regulatory requirements regarding investments that need to be communicated to clients.

CBE.195 CONTEMPORARY RETAILING

Contemporary Retailing (COR11A1)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with a sound understanding of new trends/developments in the field of retailing that retailers face on a daily basis. Furthermore the module aims to provide the student with the knowledge and Skills necessary to discuss the related contemporary retailing issues, to help them realise the importance that these issues play in our economy and to allow students to critically evaluate challenges faced and the future role of some of the contemporary retailing issues addressed. This module also aims to teach students to critically evaluate published documentation and to formulate an own opinion.

OUTCOMES
Students should be able to:
• demonstrate a systematic understanding of international retailing thinking, practice, theory and methodology.
• apply the principles of international retailing to problems in case studies (scenarios) and reflect on the applications made; and
• analyse international business and retail strategies.

Contemporary Retailing (COR21B1)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
The purpose of this module is to provide the student with a sound understanding of new trends/developments in the field of retailing that retailers face on a daily basis. Furthermore, the module aims to provide the student with the knowledge and skills necessary to discuss the related contemporary retailing issues, to help them realise the importance that these issues play in our economy and to allow students to critically evaluate challenges faced and the future role of some of the contemporary retailing issues addressed. This module also aims to teach students to critically evaluate published documentation and to formulate an own opinion.

OUTCOMES
Students should be able to:

- Understand the concept township retailing and discuss the importance thereof in today’s economy.
- Discuss the role of mobile retailing and critically evaluate the use of mobile retailing in the marketplace.
- Understand the concept omni-channel retailing and explain how retailers can successfully employ omni-channel retailing.
- Evaluate the role of new media and social networking in today’s retailing environment; and
- Interact with industry role players and devise a retailing strategy for a real-life challenge that is prevalent in the retail industry.

CBE.196 COST AND FINANCIAL MANAGEMENT

Cost and Financial Management for Non-Financial Specialists
4A (CFM44A1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6 NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce financial accounting principles and concepts at a level consistent with non-accounting students. In this module, the students will be taught the basic principles of accounting, the recording of accounting transactions and basic calculations, the reporting of accounting performance and accounting position, and the analysis and interpretation of financial statements. This module helps students to understand the process flow relating to assets, liabilities, equity, income and expenses, and the financial reporting relating to these processes. Students will be introduced to company financial statements, and the interrelationship between the different components of these financial statements.

OUTCOMES
Students should be able to:

- Explain the nature and roles of financial accounting, management accounting and financial management and identify the main users of financial accounting and their needs;
• Define and apply the basic accounting principles, identify and classify financial transactions according to the key elements of financial statements and prepare a basic statement of financial position;

• Identify and classify financial transactions according to the key elements of financial statements, prepare a basic statement of profit or loss and understand what a statement of comprehensive income consists of;

• Identify current assets, perform calculations relating to gross profit percentages and mark-up percentages on inventory and be able to calculate the cost of sales and gross profit for a business;

• Identify and categorise non-current assets as well as calculate and record the depreciation of these assets and their carrying values over their useful lives using different methods of depreciation;

• Identify and record transactions relating to the issuing of shares and the payment of dividends, and be able to calculate the increase in equity as a result of a share issue as well as dividends payable during a reporting period;

• Prepare a basic statement of changes in equity for a business and understand how this statement connects with the statement of comprehensive income as well as the statement of financial position;

• Explain the main sources of finance available to a business, and the advantages and disadvantages of each source of financing; and

• Identify the major categories of ratios that can be used to analyse the financial performance and position of a business, be able to calculate key financial ratios and explain the significance of the ratios calculated.

Cost and Financial Management for Non-Financial Specialists

4B (CFM44B2)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6 NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce management accounting and finance principles and concepts at a level consistent with non-accounting students. In this module, students will be taught the basic principles of cost and management accounting, the use of different capital budgeting techniques, the preparation of a manufacturing cost statement as well as cash budgets, the use of cost-volume profit analysis and calculations relating to capital investment and financing decisions, and the calculation and interpretation of working capital ratios.

OUTCOMES
Students should be able to:

• Identify the relevance of costs when making management decisions, distinguish between different types of costs and understand the impact of these differences on risk management and short-term and long-term management decisions;

• Define and understand the different terms and concepts used in relation to inventory, be able to classify inventory according to these criteria, and record basic inventory transactions in various management reports;

• Identify and record transactions relating to the payment of wages, and the recording of wage deductions and other labour expenses;
• Correctly classify overheads, calculate the fixed and variable components and understand the concepts and principles of standard costing and variance analysis;
• Understand the cost flows in a manufacturing concern and be able to prepare a manufacturing cost statement;
• Explain the relationship between costs, volume of production and profit, calculate the break-even point for a product, and explain the implications of this for management planning and decision-making;
• Identify the purpose of budgeting, explain the budgeting process, prepare a basic cash budget and show how flexible budgeting can be used by management to control dimensions of the business and optimize profit;
• Explain the importance of capital investment decisions and the use of various decision-making tools to optimize investment decisions; and
• Identify the elements of working capital and the relevance of working capital ratios as a management tool.

CBE.197 CONTEMPORARY RETAILING

**Destination Competitiveness**

(DES44B2)

SEMMETER MODULE

NQF LEVEL: 7

NQF CREDITS: 16

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%

Full Period Mark Weight – 50%

Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to equip students studying tourism development for their responsibility with respects to aspects of marketing. The module is designed to improve students’ insights and the effectiveness with which they make marketing decisions as regards destination marketing. Students will develop the ability and Skills to make informed suggestions and decisions using core theory across a range of tourism organisations in various destination types and formulate and appraise appropriate tourism development strategies. Independently perform functions associated with planning and development of sustainable tourism.

**OUTCOMES**

Students should be able to:

• the evolution of marketing,
• tourism destination development in context,
• principles of sustainable tourism on local destination development, and
• role of destination development in poverty alleviation and job creation

CBE.198 DISCOUNTED CASH FLOW ANALYSIS

**Discounted Cash Flow Analysis**

(ADPVM05)

SEMMETER MODULE

NEW NQF LEVEL 7

NQF CREDITS: 24
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to apply the basic concepts of discounted cash flow (DCF) models in a property valuation and management environment.

OUTCOMES
Students should be able to:
- apply the basic concepts of discounted cash flow models by discussing basic financial project appraisal methods with the emphasis on DCF by correctly integrating time value of money into DCF by eliminating non-cash flow items from information in order to construct a DCF model and by constructing a basic DCF model; and
- explain the concept of corporate finance and perform calculations relevant to corporate finance;
- discuss the different financial statement analysis measures and calculate the measures;
- discuss behavioural finance;
- discuss regulations, ethics and corporate governance; and
- explain the concept of costing and perform calculations relevant to costing.

CBE.199 ELECTRONIC MARKETING

Electronic Marketing (MEM44A4)
SEMESTER MODULE
NQF LEVEL: 7 NQF CREDITS: 20

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to focus on the development and implementation of electronic marketing strategies. Students should develop intellectual competencies and practical skills in the range of decisions implicit in planning and implementing electronic marketing strategies. It will enable Students to use a variety of analytical frameworks for making decisions regarding appropriate electronic marketing strategies and reflect on the applications made. This course will also prepare Students to apply their acquired competencies and Skills in developing electronic marketing strategies that will contribute firstly to the success of business organisations and secondly to the satisfaction of consumer needs.

OUTCOMES
Students should be able to:
After completing this module students will be able to:
- develop a general framework to enable the design of Electronic Marketing Programmes.
- explain the value of electronic marketing resources and demonstrate how to integrate these electronic
- explain the value of electronic marketing resources and demonstrate how to integrate these electronic tools with an overall marketing effort.
- apply their knowledge of electronic marketing resources to enhance decision making among promotional tools in marketing.
- explain how the World Wide Web can be used as a research tool, as an exposure tool for advertising and other promotional activities, as a customer contact vehicle, as well as a customer feedback vehicle in marketing; and
- focus on the “best of “both academic theory and the practice of Electronic Marketing.

**CBE.200 EMPLOYEE RELATIONS**

**Employee Relations**

**SEMESTER MODULE**

NQF Level:  7  
NQF CREDITS:  12

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

**PURPOSE**

The purpose of this module is to provide students with the ability to apply employee relations principles in performance and reward management. Students will review relevant legislation and case laws and will be able to facilitate dispute resolution.

**OUTCOMES**

The student should be able to:

- review local and international performance and compensation related legislation and develop communication and policies regarding performance and career development;
- evaluate existing dispute resolution processes relating to workplace performance; and
- conduct risk assessment to identify potential labour disputes emanating from performance management processes.

**CBE.201 ENTERPRISE MANAGEMENT**

**Enterprise Management**

**SEMESTER MODULE**

NEW NQF LEVEL 7  
NQF CREDITS:  20

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to emphasise a holistic, integrated approach to managing organisations, from external and internal perspectives as applicable to management accountants. It builds on the understanding of organisational structuring gained from
Enterprise Operations and is centred on the concept of strategic financial management and how organisational strategy can be implemented through people, projects, processes and relationships. It provides the basis for developing further insights into how the financial information supports the formulation and implementation of an organisational strategy.

OUTCOMES
Students should be able to:
- discuss developments in strategic management;
- analyse the relationship between different aspects of the global business environment;
- explain the concepts associated with managing through people;
- discuss the hard and soft aspects of people and organisational performance;
- explain the effectiveness of organisational relationships;
- discuss management tools and techniques in managing organisational relationships;
- advise on important elements in the change management process; and
- discuss the concepts involved in managing projects.

CBE.202 ENTERPRISE OPERATIONS

Enterprise Operations (ADFM008)
SEMESTER MODULE
NEW NQF LEVEL 7  NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to focus on the operational structuring of organisations. The module is aimed at providing finance professionals with a fundamental understanding of organisational structure and principles underpinning the operational functions of the organisation, their efficient management, and effective interaction in enabling the organisation to achieve its strategic objectives. It lays the foundation for gaining further insight into both the immediate operating environment and long-term strategic future of organisations.

OUTCOMES
Students should be able to:
- discuss the different types of structure that an organisation may adopt;
- explain relationships between internal and external sources of governance, regulation and professional behaviour;
- discuss the purpose of the finance function and its relationships with other parts of the organisation;
- explain how the finance function supports the organisation’s strategies and operations;
- demonstrate the purpose of the technology and information function and its relationships with other parts of the organisation;
- explain how information systems support the organisation’s strategies and operations;
• demonstrate the purpose of the operations function and its relationships with other parts of the organisation;
• apply tools and techniques of operations management;
• demonstrate the purpose of the marketing function and its relationships with other parts of the organisation;
• apply tools and techniques to formulate the organisation’s marketing strategies, including the collection, analysis and application of Big Data;
• demonstrate the purpose of the Human Resources (HR) function and its relationships with other parts of the organisation; and
• apply the tools and techniques of HR Management.

CBE.203 FINANCIAL ACCOUNTING ASPECTS

Financial Accounting Aspects 4  (BFR41-2)
NQF Level: 6                     NQF Credits: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE:
The purpose of this module is to provide basic recording and reporting (including subsidiary journals, general ledger and extracting a trial balance)
Annual financial statements of companies (including balance sheet, income statement, statements of changes in equity and cash flow statements)
Analysis and interpretation of financial statements

OUTCOMES:
Students should be able to:

- Record transactions in the books of first entry, post to the ledgers and prepare a trial balance
- Prepare the income statement, statement of changes in equity and balance sheet of a company to comply with minimum requirements of the companies Act.
- Prepare the cash flow statement to comply with minimum requirements of the Companies Act and GAAP (IAS 7 / AC118), and
- Analyse and interpret annual financial statements of an enterprise.

CBE.204 FINANCIAL MANAGEMENT

Financial Management  (ADFM006)
SEMESTER MODULE
NEW NQF LEVEL 7                     NQF CREDITS: 20

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to expand the scope of the Financial Operations module to more advanced topics in financial accounting (preparation of consolidated financial statements and applying accounting standards dealing with more complex areas) and to developments in external reporting. With the advanced level of financial accounting and reporting achievement in this module, the analysis and interpretation of financial statements becomes more meaningful and this constitutes a substantial element of the module.

OUTCOMES
Students should be able to:
• prepare the consolidated financial statements of a single group and the consolidated statements of financial position and comprehensive income for the group (in relative complex circumstances);
• demonstrate the impact on the preparation of consolidated financial statements of certain complex group scenarios including consolidating a foreign subsidiary;
• discuss the provisions of relevant international accounting standards in respect of the recognition and measurement of revenue, leases, financial instruments, provisions, share-based payments, deferred taxation as well as construction contracts.
• prepare the accounting entries, in accordance with relevant international accounting standards;
• discuss the ethical selection and adoption of relevant accounting policies and accounting estimates;
• evaluate the financial performance, financial position and financial adaptability of a company by preparing a ratio analysis from financial statements and supporting information;
• calculate basic and diluted earnings per share; and
• discuss contemporary developments on financial and non-financial reporting.

Financial Management 4
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 7
NQF CREDITS: 18

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce students to Financial Management to learn more about:
• the general world of Finance;
• how information is used to make decisions; and
• planning, control and financial performance measurement.

The purpose of this module is to provide qualifying post graduate students with the applied competence of an overview of financial management and an understanding of the investing decision using time value of money concepts, valuations, how to estimate the cost of capital, how to appraise projects using net present value and internal rate of return. Students should further gain an understanding of working capital concepts and the financing decision by addressing sources of finance, capital structure and leases.

OUTCOMES
Students should be able to:
- discuss and explain the types and goals of financial management decisions;
- calculate and interpret present values, future values and return on investments;
- determine whether projects are viable investments by performing various investment appraisal techniques;
- analyse and evaluate investment projects;
- discuss, explain and calculate the importance of having sufficient liquidity in a firm;
- explain and evaluate how to effectively manage the working capital of a firm;
- calculate and interpret the components of a firm’s cost of capital;
- discuss and explain the various sources of finance that are available to a firm in raising capital; and
- discuss the benefits of leasing and perform a net present value analysis of a financing decision.

**Financial Management A** *(FMA01A1)*

**SEMESTER MODULE**

**NEW NQF LEVEL 7**

**NQF CREDITS: 12**

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to equip the non-financial specialists with basic knowledge in the various fields of cost accounting. Students need to understand how cost accounting contributes as an integrated discipline to the different dynamics within a business environment.

**OUTCOMES**

Students should be able to:
- discuss and explain the types and goals of financial management decisions;
- calculate and interpret present values, future values and return on investments;
- determine whether projects are viable investments by performing various investment appraisal techniques; and
- analyse and evaluate investment projects.

**Financial Management B** *(FMA01B1)*

**SEMESTER MODULE**

**NEW NQF LEVEL 7**

**NQF CREDITS: 12**

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to equip the non-financial specialist with the basic knowledge in the various fields of management accounting. Students need to understand how management accounting contributes as an integrated discipline to the different dynamics within a business environment.
OUTCOMES
Students should be able to:

- discuss and explain and calculate the importance of having sufficient liquidity in a firm;
- explain and evaluate how to effectively manage working capital of a firm;
- calculate and interpret the components of a firm’s cost of capital;
- discuss and explain the various sources of finance that are available to a firm in raising capital; and
- explain the benefits of leasing and perform a net present value analysis of a financing decision.

CBE.205 FINANCIAL MARKETS TRANSACTIONS

Financial Markets Transactions

(A3FFM7X or FMT1CP1 and FMT2CP1)

SEMESTER MODULE (A3FFM7X)
ONLINE MODULES (FMT1CP1 and FMT2CP1)

NEW NQF LEVEL 7
NQF CREDITS: 25

CALCULATION CRITERIA FOR MODULE A3FFM7X
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR MODULE: FMT1CP1 AND FMT2CP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to provide a student with a solid understanding of the legislation related to the relevant financial markets as well as the processes involved, as well as a practical understanding of the processes involved with transactions presented in the financial market environment

OUTCOMES
Students should be able to:

- interpret the legislation pertaining to trading, settlement, custody and administration (e.g. Security Services Act);
- describe the settlement timetable for transactions conducted on the various financial markets and by different participants within the various markets;
- explain the role, rules and function of the regulator, the central securities depository, the clearing house and participants;
- describe the he requirements needed to effect settlement within different financial markets and instruments;
- explain the custody and administration of securities within members and authorised users;
- describe the procedure required in order to settle uncertified securities;
- explain the settlement requirements regarding position keeping, reporting, matching and clearing on various financial markets and unlisted securities;
- describe financial requirements for authorised users and members;
- calculate and evaluate mark-to-market and margin positions on various financial markets;
• record and transmit buy and sell orders;
• calculate and record costs of transactions and corporate events;
• process trades with correct prices, associated taxes and fees;
• allocate prices/fees to correct accounts;
• make corrections where prices/fees negotiated are different from system process;
• arrange settlement and custody of securities;
• segregate client funds according to legislative requirements;
• perform bank, regulatory and investment product reconciliations;
• calculate and process fees; and
• calculate and process interest payments.

CBE.206 FINANCIAL MATHEMATICS

Financial Mathematics
SEMIESTER MODULE
NEW NQF LEVEL 7
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with a basic, yet applicable knowledge of fundamental concepts of finance, and to explain where each of these concepts fit into the financial management function.

OUTCOMES
Students should be able to:
• explain and appraise the context within which the financial management function takes place;
• explain the concepts of risk and uncertainty by calculating, applying and solving issues of simple probability as well as issues of regression and correlation;
• explain the time value of money concept and perform simple and advanced calculations on single amounts, annuities, perpetuities and mixed streams of cash flows;
• understand and apply basic valuations on equity capital by performing simple calculations;
• understand and apply the concept of cost of capital concept by performing basic calculations;
• explain the basic capital budgeting techniques to assist in investment decisions; and
• compare the roles of cost accounting, management accounting and financial accounting in a business environment.

CBE.207 FINANCIAL OPERATIONS

Financial Operations
SEMIESTER MODULE
NEW NQF LEVEL 7
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
PURPOSE
The purpose of this module is to prepare students with the knowledge for the preparation of financial statements of a single company and the consolidated financial statements for a simple group. Coverage of a wide range of international standards is implicit in these objectives, as specified in the module’s content. Similarly, understanding the regulatory and ethical context of financial reporting, covered in the module, is vital to ensuring that financial statements meet users’ needs. Principles of taxation are included, not only to support accounting for taxes in financial statements, but also as a basis for examining the role of tax in financial analysis and decision-making within subsequent modules (i.e. Financial Management).

OUTCOMES
Students should be able to:
- explain the need for the regulation of the financial reporting information of companies as well as the key elements of an ethical regulatory environment
- explain the types of taxes that can apply to incorporate businesses and potential administrative requirements;
- explain fundamental concepts in international tax of incorporated businesses;
- prepare corporate income tax calculations;
- apply the accounting rules for current and deferred taxation;
- explain the main elements of and key principles underpinning financial statements prepared in accordance with International Financial Reporting Standards (IFRS);
- apply the rules contained in IFRS to generate appropriate accounting entries in respect of reporting performance, accounting for taxation, employee benefits, non-current assets, accounting for government grants, impairment, inventories, and events after the reporting period;
- prepare the primary financial statements of an individual company incorporating accounting transactions and adjustments in accordance with relevant IFRS (in relative straightforward circumstances); and
- prepare the consolidated statement of financial position and consolidated statement of comprehensive income in accordance with relevant IFRS.

CBE.208 GLOBAL SUPPLY CHAIN MANAGEMENT

Global Supply Chain Management (GSC01B1 or GSC1CP1)
SEMESTER MODULE (GSC01B1) ONLINE MODULE (GSC1CP1)
NQF LEVEL: 7 NQF CREDITS: 16

CALCULATION CRITERIA FOR GSC01B1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR GSC1CP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%
PURPOSE
The purpose of this module is to develop the student’s ability to acquire skills that will enable him/her to practically analyse and implement decisions at the tactical and operational level in the logistics environment of a company/organisation.

OUTCOMES
Students should be able to:
- explain the emergence of global supply chains and the globalisation of supply chains by many multinationals;
- reflect on Imports and Exports and the specific documentation, people and business environment of the Import/Export Industry;
- analyse global supply and distribution strategies critically;
- reflect on the appropriate Incoterms for specific business setting/business context; and
- describe critically why firms use globalised supply chains and how this impact the modern supply chain complexities, cultures, values, language, communication and e-communication, etc.

CBE.209 HOSPITALITY FINANCIAL MANAGEMENT

Hospitality Financial Management 4 (HFM41-4)
SEMMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is to develop capability to make decisions that will affect the internal control and profitability of a hospitality enterprise.

OUTCOMES
Students should be able to:
- internal control measures for various accounting functions are applied to food and beverage management and profit, clubs and casinos, banqueting and events in hospitality enterprises, and
- cost and management accounting principles are applied in making financial decisions related to food and beverage management and profit, clubs and casinos, banqueting and events.

CBE.210 HUMAN COMPUTER INTERFACE

Human Computer Interface (HCI21B1)
SEMMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to get the students grounded in human-computer interaction. It also to introduce students to all aspects of social, security and safety of using computers as a tool, interfaces. It will also expose students to different interaction devices and Skills sets for user-centred design and evaluation of interactive systems.

OUTCOMES
Students who successfully complete this course would have gained an understanding of:

- the scope of issues affecting human-computer interaction;
- the importance of the user interface to motivate the study of topics like HCI and user interfaces;
- the impact of good and bad user interfaces;
- the diversity of users and tasks (applications) and their impact on the design of user interfaces;
- the limits of knowledge of individuals developing HCI systems;
- the need to work with others, skilled in diverse areas such as software engineering, human factors, technical communication, statistics, graphic design, etc.
- cost/benefit trade-offs in HCI design;
- different system development lifecycles including those particularly applicable to HCI systems (e.g., iterative design, implementation, evaluation, and prototyping);
- how HCI concerns can be incorporated into systems development lifecycles;
- the need to evaluate system usability (e.g., someone will evaluate usability even if not the developer, and, in some cases, not evaluating constitutes professional misconduct);
- the existence of design, implementation, and evaluation tools for developers with diverse needs and technical expertise; and
- the information sources available on HCI.

CBE.211 HUMAN RESOURCE ANALYTICS

Human Resource Analytics A     (HRA1CP1)
SEMESTER MODULE
NQF Level:  7                NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to offer a theoretical understanding of human resource analytics, enabling students to recognise the strategic role of HR data in organisational decision making. Students will be equipped with the ability to analyse evidence-based data to generate solutions to people problems and the tools to communicate such findings.

OUTCOMES
The student should be able to:

- indicate how evidence-based data can be leveraged as a strategic asset for HR decision making;
- determine HR metrics that align with organisational goals and strategies; and
• evaluate the strategic view of an organisation's use of HR data and its measurement systems.

CBE.212 HUMAN RESOURCE MANAGEMENT

Human Resource Management (HRM1CP1)

SEMESTER MODULE
NQF Level: 7
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to provide an overview of the changing role of human resources as a foundation for the programme. Students will be exposed to philosophies of people management and competencies of the HR professional. Students will gain an understanding of strategic HRM and the link between HR and business from a partnering perspective. The new world of work will be explored.

OUTCOMES
The student should be able to:
• evaluate the Human resource Management (HRM) theories and philosophies in context of people performance;
• explain the changing role of human resource management over the years; and
• evaluate the new world of work and identify innovative approaches to work and the role of the workplace in the 21st century.

Human Resource Management 2 (HRM201)

SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an overall basic understanding of key human resource management issues. Students are not expected to be experts in human resource management as the course is not their major, but to have a working understanding of basic human resource functions such as, job analysis, recruitment, selection, induction, motivation, group-work, leadership and performance management.

OUTCOMES
Students should be able to:
• understand what is human resource management,
• explain job analysis,
• understand steps involved in the recruitment and selection of staff,
• explain motivational theories,
• understand the working of groups, and
• distinguish different leadership theories.

CBE.213 INTERNATIONAL MANAGEMENT

International Management (INT01B1)
SEMESTER MODULE
NEW NQF LEVEL 7
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with the skills to conclude international contracts.

OUTCOMES
Students should be able to:
• explain the concept of international business, globalisation of markets and organisation participants;
• explain the cultural environment of international business and distinguish theories of international trade and investment;
• support ethics, sustainability and corporate social responsibility of international business;
• analyse government intervention in international business and regional economic integration by understanding emerging markets, monetary and the financial environment;
• demonstrate and understand strategy and opportunity assessment;
• explore the idea of exporting and countertrade as well as foreign direct investment, licensing, franchising and other contractual strategies; and
• distinguish between the functional area of excellence in international management, namely, marketing, human resources and financial management and accounting in the global firm.

CBE.214 INTERNATIONAL MARKETING

International Marketing (MIM44B4)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 20

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is to stimulate interest in marketing practices of companies seeking market opportunities outside the home country and to raise the student’s consciousness about the importance of viewing international marketing management.
strategies from a global perspective. The module focuses on the international environment and the development of international marketing strategies. Students should develop intellectual competencies and practical skills in a range of decisions implicit in planning and implementing an international marketing strategy. The module prepares students to apply acquired competencies and Skills, and to employ and reflect these in the international marketing plan that will contribute firstly to the profit objective and secondly to the satisfaction of consumer needs.

OUTCOMES
Students should be able to:
• apply the principles of international marketing to problems in case studies (scenarios) and reflect on the applications made,
• apply the principles to compile a cultural analysis and a macro-environmental assessment and reflect on the applications made,
• apply the principles to develop a marketing strategy for a given market and reflect on the applications made, and
• apply the principles to conduct an international marketing plan and reflect on the applications made.

CBE.215 INTRODUCTION TO FINANCIAL MARKETS

Introduction to Financial Markets
(A3FIF7X or IFM1CP1 and IFM2CP1)

SEMESTER MODULE (A3FIF7X)
ONLINE MODULES (IFM1CP1 and IFM2CP1)
NEW NQF LEVEL 7                      NQF CREDITS: 25

CALCULATION CRITERIA FOR MODULE: A3FIF7X
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR MODULE: IFM1CP1 AND IFM2CP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to cover the basic concepts of financial markets and the characteristics and relevance of the different financial markets present both locally and internationally. Furthermore the module relates knowledge of interpreting information present in the market in order to utilise the information in a financial market environment.

OUTCOMES
Students should be able to:
• describe and compare financial markets system, its constituent components and their functioning and the regulatory framework in which they function;
• explain local and international financial markets, financial market products and the macro-economic environment;
• classify the terminology pertaining to financial markets;
• describe participants in financial markets and their specific roles;
• describe and interpret rules and regulations pertaining to financial markets and financial instruments;
• explain the risk factors including political risks, legislative risks, currency risks and equity risk premiums;
• describe exchange control in a financial market environment;
• select, read and interpret information relating to the macroeconomic environment;
• interpret data from securities reports, financial periodicals and stock quotation viewer screens;
• interpret fundamental research reports; and
• consolidate securities and market conditions information that could be disseminated to clients.

CBE.216 LABOUR RELATIONS AND LAW

Labour Relations and Law II (Module B) (LRL44B4)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 6

CALCULATION CRITERIA
Minimum Full Period Mark of Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an overall basic understanding of key Industrial Relations issues. Students are not expected to be experts in Industrial Relations as the course is not their major, but to have a working understanding of basic Industrial Relations issues such as: Industrial Relations Legislation, trade unions and how they operate, processes and structure used for managing conflict such as the Council for Conciliation, Mediation and Arbitration (CCMA) and the in-house conflict management processes such as disciplinary and grievance procedures.

OUTCOMES
Students should be able to:
• understand what is Industrial Relations,
• identify parties to the industrial relations systems,
• explain industrial relations as a system,
• understanding the goals and strategies of the trade unions, and
• explain worker participation.

CBE.217 LOGISTICS PROCESSES AND PRACTICES

Logistics Processes and Practices (LPP01A1 or LPP1CP1)
SEMESTER MODULE (LPP01A1)
ONLINE MODULE (LPP1CP1)
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA FOR MODULE LPP01A1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
CALCULATION CRITERIA FOR MODULE LPP1CP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to develop the student’s ability to acquire skills that will enable him/her to practically analyse and implement decisions at the tactical and operational level in the logistics environment of a company/organisation.

OUTCOMES
Students should be able to:
• Analyse theoretical and practical options and implement decisions in operational and tactical logistics management; and
• Implement decisions at the tactical and operational level in the logistics environment of a company/organisation and reflect on the decisions made.

CBE.218 LOGISTICS RESEARCH PROJECT

Logistics Research Project (LRP01B1 or LRP1CP1)
SEMESTER MODULE (LRP01B1) ONLINE MODULE (LRP1CP1)
NQF LEVEL: 7 NQF CREDITS: 16

CALCULATION CRITERIA FOR BOTH MODULES
Continuous Assessment

PURPOSE
The purpose of this module is to enable students to implement a research project by undertaking a study on a specific research problem in the logistics industry. Students will collect and analyse data, interpret their findings, draw meaningful conclusions and offer recommendations pertaining to the logistics industry.

OUTCOMES
Students should be able to:
• Apply critical thinking skills;
• Apply foundational research skills to address a research question;
• Demonstrate planning, time and change management skills;
• Undertake research independently; and
• Communicate research results clearly, comprehensively and persuasively.

CBE.219 MANAGEMENT ACCOUNTING ASPECTS

Management Accounting Aspects 4 (MAA41-2)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 7 NQF CREDITS: 18

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to introduce basic costing techniques and methods. In this module students will identify and analyse cost and management accounting techniques and prepare information for decision-making purposes and also prepare budgets.

OUTCOMES
Students should be able to:
- explain the basic principles of cost classification and terminology;
- define and understand the different terms and concepts in respect of inventory-holding and administer different inventory systems;
- administer remuneration systems;
- perform classification and analysis of overheads and allocation of overheads by means of predetermined rates;
- understand the cost flow in a manufacturing concern, determine cost of manufactured products and services and use cost-volume-profit (CVP) analysis as a management tool;
- explain the function and aim of cash budgets;
- discuss the advantages and disadvantages of cash budgets;
- differentiate between cash and non-cash items; and
- prepare a cash budget.

CBE.220 MANAGEMENT ECONOMICS
Management Economics 3 (BEB41-1)
SEMESTER MODULE
NEW NQF LEVEL 7  NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to prepare students intellectually for the challenges in a changing global and national economic framework by acquiring Skills in the acquisition, analysis, interpretation and application of knowledge relating to macroeconomic principles. Students will further be able to reflect on their economic decisions and applications to assess the effect thereof in the holistic context of Economics as a social science within their everyday lives. Lastly, it will prepare them for further study in Economics as a science.

OUTCOMES
Students should be able to:
- Differentiate between the main macroeconomics objectives of employment, economic growth, price stability, balance of payments and income distribution,
- Distinguish between aggregate demand and aggregate supply,
- Use the Total Expenditure Model,
- Interpret the impact of inflation,
- Differentiate between the theory of money demand and supply; and
- Contrast the relationship between the goods market and the money market.
CBE.221 MANAGEMENT INFORMATION SYSTEMS

Management Information Systems 2 (BIS41-2)
SEMIESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with a thorough understanding of
Information Systems and Information Technology and how Information Technology can
be used and managed in an organisation to gain competitive advantage in the
marketplace.

OUTCOMES
Students should be able to:
- explain the interaction between a firm and its environment,
- discuss how competitive advantage can be achieved by managing information flows
  that connect the firm to its environment,
- explain the concept of e-commerce and how and why firms should use it to stay up to
date on the elements in its environment,
- discuss an e-commerce strategy, how multinational organisations can use it as a
  means to meet the uncertainty of their global environments and the systems
development life cycle,
- differentiate between the various subsystems of MIS and apply each of these systems
to solve typical business problems,
- select the appropriate MIS subsystems to achieve competitive advantage, based on
the particular business environment on a project given, and
- identify general business problems, strengths, opportunities and threats in order to
re-engineer organisational information systems.

CBE.222 MANAGEMENT PRACTICE

Management Practice 4 (MBP401)
SEMIESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introducing students to the basic general management
principles.

OUTCOMES
Students should be able to:
- identify what managers do and the environment in which they operate,
- explain the foundations of planning,
- define the foundations of decision making,
- describe basic organization designs,
- explain management of change, stress and innovation,
- understand how work teams operate,
- describe the motivation and rewarding of employees,
- explain leadership and trust,
- describe communication and interpersonal skills, and
- define the foundations of control.

Management Practice
(MNP01B1)
SEMESTER MODULE
NEW NQF LEVEL 7
NQF CREDITS: 24

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is to focus on equipping students with the ability to implement strategies within an organisation.

OUTCOMES
Students should be able to:
- discuss a strategic goal and strategy within an organisation;
- analyse and implement strategic recommendations to identify challenges and find solutions to problems experienced by middle-level managers;
- illustrate the role of top management with regard to implementation of strategic goals and strategy;
- illustrate the role of tactical level with regard to the implementation of strategic goals and strategy;
- illustrate the role of operational level with regard to the implementation of tactical objectives and strategies; and
- integrate both horizontal and vertical integration with regards to goals, objectives and strategies within an organisation.

CBE.223 MANAGING HUMAN RESOURCE DEVELOPMENT

Managing Human Resource Development
(MHR1CP1)
SEMESTER MODULE
NQF Level: 7
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to expose students to the context of HRD and provides a theoretical understanding to matters relating to performance consulting and learner needs.
analysis. Contemporary issues surrounding HRD will be explored and cover concepts such as career management and performance, learning organisations and continuous professional development.

OUTCOMES
The student should be able to:

- compare local and international trends in Human Resource Development (HRD);
- evaluate the way in which workplace learning takes place, whilst establishing learner needs; and
- demonstrate knowledge in managing employee’s career and enhancing continuous professional development.

CBE.224 MARKETING

Marketing 4A (BBH44A4)
SEMESTER MODULE
NQF LEVEL: 7  NQF CREDITS: 20

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is for students to acquire knowledge and competencies in the acquisitions, interpretation understanding and application of strategic marketing principles. The student should be able to analyse and explain marketing and promotion decisions in the context of a marketing operations unit or company, and to assess and interpret the external impact of marketing decisions. Students enrolled on the course already have industry experience, hence they should be able to contextualize their learning to their business environment and appreciate improvements and interventions they can affect in their working environments.

OUTCOMES
Students should be able to:

- describe and analyse the business environment and the nature of competition,
- discuss strategy at the business and corporate levels,
- discuss and analyse international business strategy,
- discuss and analyse corporate organisational structure and governance issues, and
- discuss cooperative strategy, strategic leadership and style and strategic entrepreneurship and corporate entrepreneurship.

Marketing 4B (BBH44B4)
SEMESTER MODULE
NQF LEVEL: 7  NQF CREDITS: 20

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
The purpose of this module is for students to acquire knowledge and competencies in the acquisitions, interpretation understanding and application of strategic marketing principles. The student should be able to analyse and explain marketing and promotion decisions in the context of a marketing operations unit or company, and to assess and interpret the external impact of marketing decisions. Students enrolled on the course already have industry experience, hence they should be able to contextualize their learning to their business environment and appreciate improvements and interventions they can affect in their working environments.

OUTCOMES
Students should be able to:
- describe and analyse the business environment and the nature of competition,
- discuss strategy at the business and corporate levels,
- discuss and analyse international business strategy,
- discuss and analyse corporate organisational structure and governance issues, and
- discuss cooperative strategy, strategic leadership and style and strategic entrepreneurship and corporate entrepreneurship.

CBE.225 MARKETING MANAGEMENT

Marketing Management 3 (MBM41-1)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to prepare the students for full-time employment in industry by exposing them to practical marketing situations.

OUTCOMES
Students should be able to:
- Develop a plan (4Ps) for a given context.

CBE.226 OPERATIONS MANAGEMENT

Operations Management (OPS01A1)
SEMESTER MODULE
NEW NQF LEVEL 7
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with the skills to create and manage the processes of operational management and to manage supply chain relationships to gain market share and customer satisfaction.

OUTCOMES
Students should be able to:
- explain the theory relating to the field of operational management and view operational management as an enabler of organisational strategy;
- explain the sequence of processes of operational management;
- illustrate the objectives of operational management in delivering the organisational value proposition;
- create, design and manage facilities to gain market share and customer satisfaction; and
- manage supply chain relationships, materials and inventory performance.

CBE.227 ORGANISATIONAL BEHAVIOUR

Organisational Behaviour 4A (GOR41A1)
SEMIESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module is primarily vocational or industry specific. The knowledge emphasizes general principles and application. The purpose of the BTech, of which this module is part of, is to develop students who can demonstrate focused knowledge and Skills in human resource management. Typically, students will be exposed to specialized knowledge which can be immediately applied in the workplace.

Students will be exposed to Organisational Behaviour (OB) theory in a more practical form by means of class discussions, practical assignments which require them to investigate how theory is applied in the workplace, and assessments in the form of case studies.

OUTCOMES
Students should be able to:
- learn and apply organisational behaviour (OB) theories,
- design and implement change and stress management strategies in the organisation,
- learn and apply management principles, and
- manage power and control in the organisation.

Organisational Behaviour 4B (GOR41B1)
SEMIESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
This module is primarily vocational or industry specific. The knowledge emphasizes general principles and application. The purpose of the BTech, of which this module is part of, is to develop students who can demonstrate focused knowledge and Skills in human resource management. Typically, students will be exposed to specialized knowledge which can be immediately applied in the workplace. Students will be exposed to Organisational Behaviour (OB) contemporary issues in a more practical form by means of class discussions, practical assignments which require them to investigate how theory is applied in the workplace, and assessments in the form of case studies.

OUTCOMES
Students should be able to:
• evaluate and update patterns of structure and work organisation,
• the concept of organisational design is discussed,
• the discussion of management development and organisational effectiveness, and
• the concept of learning in the organisation is discussed.

CBE.228 PERFORMANCE ANALYTICS

Performance Analytics B (PMB1CP1)
SEMESTER MODULE
NQF Level: 7                  NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is for students to enable students to use analytics to investigate performance and productivity at organisational, unit/ functional and individual levels. The students will be able to use the findings to suggest innovations in organisational processes, enabling organisations to improve productivity.

OUTCOMES
The student should be able to:
• interpret the role of analytics in managing organisational, unit and individual performance;
• determine, extract and analyse metrics related to people performance and productivity; and
• develop performance indicators based on the appropriate metrics and adapt organisational processes to complement them.
CBE.229 PERFORMANCE MANAGEMENT

Performance Management (ADFM005)
SEMESTER MODULE
NEW NQF LEVEL 7
NQF CREDITS: 20

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to develop student's cognitive Skills and practical competency in the application of information in the management processes of decision-making and control, so as to ensure the optimisation of performance.

OUTCOMES
Students should be able to:
- evaluate techniques for analysing and managing costs for competitive advantage;
- analyse information to assess its impact on long-term decision;
- discuss pricing strategies and their consequences;
- discuss management’s responsibilities with regard to risk
- evaluate information to support project appraisal
- discuss issues arising from the use of performance measures and budgets for control;
- evaluate issues arising from the division of the organisation into responsibility centres; and
- discuss decision making responsibility centres.

Performance Management A (PMA1CP1)
SEMESTER MODULE
NQF Level: 7
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of the module is to expose students to the theory of organisational performance and performance management. Students will be exposed to the systemic approach of determining indicators for and aligning organisational goals to unit-level and individual goals

OUTCOMES
The student should be able to:
- establish strategic goals for performance management;
- differentiate between the unit goals/indicators of performance management; and
- identify work measurement techniques to define levels of performance and evaluate the performance of virtual workers and teams
Performance Management B  
(PMB1CP1)
SEMESTER MODULE
NQF Level: 7
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is for students to provide students with an understanding of
the performance appraisal process. Students are exposed to performance contracting
and the employee experience. Students gain insights on identifying performance related
deficiencies and are able to provide solutions through a process of human performance
improvement.

OUTCOMES
The student should be able to:
- critique the performance appraisal process and experiences of the line manager
  and employee;
- develop performance contracting criteria and standards; and
- analyse performance deficiencies in organisations and provide solutions.

CBE.230 PERFORMANCE OPERATIONS

Performance Operations  
(ADFM002)
SEMESTER MODULE
NEW NQF LEVEL 7
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to develop students’ Skills in applying different cost
accounting tools and techniques to generate information needed to evaluate and control
present and projected performance. The student should after completing the module be
competent in forecasting key variables and recognise the uncertainties attached to future
events. The aim is for students to be able to apply these Skills when preparing operational
budgets and long-term project appraisals. The module will further aim to ensure that the
successful student is competent in the management of working capital.

OUTCOMES
Students should be able to:
- discuss the following costing methods and their results:
  - marginal, variable and absorption costing;
  - activity based costing; and
  - standard costing.
- explain the role of material requirement planning (MRP) and enterprise resource
  planning (ERP) systems;
- explain the role of environmental costing;
- explain the purpose of forecasts, plans and budgets;
• prepare forecasts of financial results;
• prepare and discuss budgets on forecasts;
• discuss the principles that underlie the use of budgets for control;
• analyse performance using budgets, recognising alternative approaches and
  sensitivity to variable factors;
• explain concepts of cost and revenue relevant to pricing and product decisions; and
• analyse short-term pricing and product decisions.

CBE.231 PROCUREMENT

Procurement
(PRO01A1 or PRO1CP1)
SEMESTER MODULE (PRO01A1) ONLINE MODULE (PRO1CP1)
NQF LEVEL: 7 NQF CREDITS: 16

CALCULATION CRITERIA FOR MODULE PRO01A1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR MODULE PRO1CP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is for students to provide the student with intellectual
knowledge and applied competence in the understanding and interpretation of the
functions of purchasing and its contribution to the company at a tactical level. It prepares
the student to apply principles of supply and demand to the procurement sector and
develop the student’s intellectual competencies to analyse the relationships between
purchasing and supply chain costs and the savings made through the profit-leverage
effect. The student will be able to reflect on the strategic role of procurement in the field
of supply chain management. The student will be prepared for a career as middle
manager in the procurement/supply chain management field with the strategic thinking
skills required for such a job.

OUTCOMES
Students should be able to:
• Explain the role of purchasing in the supply chain;
• Apply the principles of inventory and the quantity factor concerning inventory holding;
  and
• Reflect on the importance and the role of information systems and technology in the
  supply chain.

CBE.232 PROJECT MANAGEMENT

Project Management
(PRMO1A1 or PRM1CP1)
SEMESTER MODULE (PRM01A1) ONLINE MODULE (PRM1CP1)
NQF LEVEL: 7 NQF CREDITS: 16

CALCULATION CRITERIA FOR PRM01A1
Minimum Full Period Mark for Examination Admission – 40%

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CALCULATION CRITERIA FOR PRM1CP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to provide the student with a comprehensive and in-depth understanding of the nature, scope and methodologies relevant to the field of project management and the ability to practically apply the appropriate project management tools and techniques in the planning, implementation, control and termination of a project of any magnitude.

OUTCOMES
Students should be able to:
• reflect on all aspects that necessitate the development of a specific project;
• plan and develop the design of a project that addresses an identified need;
• implement and control a project; and
• terminate a project for hand-over.

Project Management (PJM01B1)
SEMESTER MODULE
NEW NQF LEVEL 7
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with the necessary skills to procure resources, develop a project plan, manage and successfully complete a project.

OUTCOMES
Students should be able to:
• explain the nature of projects and project management;
• discuss the basic concepts relating to the field of project management and view project management as a management discipline;
• explain the sequence and integration of project phases and project teams;
• illustrate the procurement of resources to complete the project with the project scope;
• develop a project plan and controls required to stay within the project plan; and
• manage and successfully complete (close-out) a project.
Property Valuation and Management A (ADPVM01)

SEMESTER MODULE
NEW NQF LEVEL 7
NQF CREDITS: 24

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to apply the fundamentals of property valuation theory in the valuation of property and to value a single residential property.

OUTCOMES
Students should be able to:
- apply the fundamentals of property valuation theory in the valuation of property and to value a single residential property;
- describe the role of the Valuer in the property industry;
- conduct an inspection to identify problems in an existing building;
- explain the present-day definition of market value as established by the South African Courts;
- discuss the relationship between value without potential, with potential and highest and best use;
- perform market adjustments to reflect market realities; and
- apply the concept of market value in the valuation of a specific property.

Property Valuation and Management B (ADPVM03)

SEMESTER MODULE
NEW NQF LEVEL 7
NQF CREDITS: 24

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to conduct valuations on income producing properties and valuations of undeveloped properties by applying discounted cash flow and feasibility studies methodologies and mass valuations.

OUTCOMES
Students should be able to:
- conduct valuations on income producing properties and valuations of undeveloped properties by applying discounted cash flow and feasibility studies methodologies and mass valuations;
- discuss the relationship between value without potential, with potential and highest and best use;
- perform market adjustments to reflect market realities;
- accurately estimate the building cost of a residential property;
- define, calculate and interpret the results of a capitalisation rate;
- determine the replacement cost of a property for insurance purposes;
- compile a fully motivated valuation report on an income producing property; and
• conduct a valuation of an undeveloped property by using discounted cash flow and feasibility study concepts and compile a fully motivated valuation report.

CBE.234 REMUNERATION

Remuneration A (RMA1CP1)
SEMESTER MODULE
NQF Level: 7
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
Students are exposed to foundational concepts of remuneration and allows for the application of theory to the remuneration process from job description to pay structure. At an intermediate level students, will constructively contribute to pay level, broad banding, and reward and recognition decisions. The module aids students in navigating organisational remuneration issues.

OUTCOMES
The student should be able to:
• compile and analyse job descriptions;
• conduct a job evaluation and evaluate a pay structure by applying relevant theory;
• develop an implementation plan for different pay structures; and
• compile a reward and recognition implementation plan.

CBE.235 RESEARCH DESIGN AND METHODOLOGY

Research Design and Methodology A (RDM44A4)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with marketing research Skills. This developing intellectual competencies and practical skills; the ability to write a research proposal, design a marketing research project, and design a research questionnaire, implementation, data analysis, report writing and communication of research results in any sector of business. After the student shall be able to formulate a problem statement and hypothesis, explain and apply qualitative and or quantitative research methods within research design. Further, upon completing this module, the student will be able to solve marketing problems through marketing research, and reflect on their management decisions and application to assess the effect thereof.

OUTCOMES
Students should be able to:
• understand the principles and process for conducting marketing research scientifically;
• understand the essence of research design and implementation in order to solve marketing problems;
• demonstrate both conceptual and practical research skills; and
• reflect on the key aspects underlying research and science.

Research Design and Methodology B  
SEMESTER MODULE  
NQF LEVEL: 7  
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with practical research skills through independent research. This entails developing intellectual competencies and practical skills; the ability to write a research proposal, design a marketing research project, and design a research questionnaire, implementation, data analysis, report writing and communication of research results in any sector of business. After the student shall be able to formulate a problem statement and hypothesis, explain and apply qualitative and or quantitative research methods within research design. Upon completing this module, the student will be able to solve marketing and related business management problems through marketing research and be able to assess the effectiveness of such research solutions they provide.

OUTCOMES
Students should be able to:
• understand the principles underlying marketing research science,
• ability to understand and apply the fundamental principles of process for conducting marketing research,
• understand the essence of research design and implementation in order to solve marketing problems,
• demonstrate both conceptual and practical research skills,
• reflect on the key aspects underlying research and science, and
• have the competence and skills to design and implement a marketing research project.

CBE.236 RESEARCH METHODOLOGY

Research Methodology  
SEMESTER MODULE  
NQF LEVEL: 7  
NQF CREDITS: 16

CALCULATION CRITERIA
Continuous Assessment
PURPOSE
BTech students should start to appreciate a sense for the methodological aspects of their respective disciplines. This module aims to provide the student with the necessary knowledge, understanding and Skills needed to not only encourage the practice of research, but also to conceive a scientifically written, fully implementable, academically and methodologically sound research proposal.

OUTCOMES
Students should be able to:
- reflect upon the aspects underlying research and science,
- identify a viable research opportunity,
- define the research opportunity following scientific and methodological principles,
- identify and explain the steps in the research process,
- understand the value of different research approaches,
- describe the significant literature underpinning the research area following sound scientific principles,
- devise an academically sound, practically implementable method to conduct the research,
- reflect upon how the data resultant from the study will be analysed, and
- combine all the outcomes hereto stated in an academically correct research proposal.

Research Methodology       (REM1CP1)
SEMESTER MODULE
NQF Level: 7                NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to introduce students to the content and logic of a research proposal looking to address practical management problems; and to enable them to develop a proposal for their research projects.

OUTCOMES
The student should be able to:
- use scientific approaches to addressing management problems;
- conduct preliminary research (including preliminary literature review and describe a research problem and convert it to a research question; and
- describe a research design including qualitative or quantitative strategies as well as measurement and sampling techniques.

Research Methodology: Management               (RMD01A1)
SEMESTER MODULE
NEW NQF LEVEL 7                NQF CREDITS: 12

CALCULATION CRITERIA
Continuous Assessment
PURPOSE
The purpose of this module is to give practical guidance to business students who are required, as part of their course, to formulate a research proposal towards a final assessment. Each Lecture Unit is structured around a particular topic and the different aspects relating to research methodology are described and explained.

OUTCOMES
Students should be able to:
- explain and implement the fundamentals of research;
- develop tools of research;
- create a problem statement: The heart of the research process;
- conduct and formulate and plan the related literature;
- choose a research design and develop the research instrument;
- analyse statistical techniques for analysing quantitative data and qualitative data; and
- write the research proposal.

Research Methodology: Logistics (RML01A1 or RML1CP1)
SEMESTER MODULE (RML01A1) ONLINE MODULE (RML1CP1)
NQF LEVEL: 7 NQF CREDITS: 16

CALCULATION CRITERIA FOR MODULE RML01A1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR MODULE RML1CP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to guide the student through the research process and presents sound research principles and methods. This module is a prerequisite for the module Logistics Research Project. Students should develop intellectual competencies and practical skills in a range of decisions relating to the research process and be able to conceptualise and conduct a research project.

OUTCOMES
Students should be able to:
- Reflect on the key concepts, processes and principles required in the implementation of a research project in the logistics environment.

Research Methodology: Transport (RMT01A1 or RMT1CP1)
SEMESTER MODULE (RMT01A1) ONLINE MODULE (RMT1CP1)
NQF LEVEL: 7 NQF CREDITS: 16

CALCULATION CRITERIA FOR RMT01A1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
CALCULATION CRITERIA FOR RMT1CP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to guide the student through the research process and presents sound research principles and methods. This module is a prerequisite for the module Transport Research Project. Students should develop intellectual competencies and practical skills in the range of decisions relating to the research process and be able to conceptualise and conduct a research project.

OUTCOMES
Students should be able to:
• Reflect on the key concepts, processes and principles required in the implementation of a research project in the transport environment.

CBE.237 RESEARCH PROJECT IN HOSPITALITY

Research Project in Hospitality

YEAR MODULE
NQF LEVEL: 7
NQF CREDITS: 56

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of the module is to allow the student to do research on a selected and approved topic relating to the Hospitality Industry in accordance to university standards.

OUTCOMES
• Delivery of a research project related to the hospitality industry.

CBE.238 RISK MANAGEMENT

Risk Management

SEMESTER MODULE
NEW NQF LEVEL 7
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with the skills to evaluate project, operational, financial and strategic risk in the business context.

OUTCOMES
Students who successfully complete this course will be able to:
• explain risk management and relate risk management in business and context;
• identify and evaluate the management of risk as a process;
• integrate risk management within the organisation through project, operational, financial and strategic risk and manage enterprise risk within the organisation; and
• apply the principles and standards of business continuity management.

CBE.239 SOFTWARE PROJECT

Software Project (SWP01Y1)
YEAR MODULE
NQF LEVEL: 7
NQF CREDITS: 30

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is to implement a software solution for a complex business problem applying new technologies, software paradigms and platforms.

OUTCOMES
Not available at the time of going to print.

CBE.240 SOFTWARE REQUIREMENTS

Software Requirements (SRM11A1)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to prepare students for entry into the software engineering profession. Math and science courses give students the background they need to understand computing fundamentals and to model and reason about software behaviour. Computer science and computer engineering courses show students how to design and how to solve problems in digital hardware and software. Core software engineering courses cover best software-development practices, including development processes, design criteria and analysis, technical documentation, testing and verification, and project management. Technical electives cover advanced and specialized design techniques, and they give students the opportunity to apply their knowledge in developing large complex software systems.

OUTCOMES
Students should be able to:
• Negotiate the requirements for a new feature or product
- Specify and implement a software solution to meet those requirements
- Analyse alternative software architectures and design trade-offs
- Identify and adapt design patterns
- Evaluate whether the final software product meets its requirements; and
- Understand and extend existing software systems.

CBE.241 SOFTWARE TESTING

Software Testing (SWT21B1)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
Customers and business needs result in frequent, even daily, demands for software changes. Rigorous software testing contributes significantly to the value delivered by these business systems. Experience tells us that most of the testing effort and activity typically happens only during the SIT testing phase of a project. Lessons learnt tell us that testing earlier and throughout any project will add enormous value to the use and usability of the business system(s). Incorporating the most effective testing activities and thinking Skills at appropriate times in the software lifecycle potentially uncovers issues that may otherwise be overlooked. Managing these concerns at each stage of the lifecycle can save unnecessary costs, time and effort and contribute to overall project value.

This module focuses on testing at all stages of the software development life cycle and ensures that delegates appreciate the importance of this and what it involves. Practical exercises and case studies are used to ensure that Skills (testing methods, types and techniques) can be easily transferred to projects in the workplace.

OUTCOMES
Students who successfully complete this course will be able to:
- Understand why quality is key in all of the testing stages in the Software Development Lifecycle
- Learn how to extract requirements and other relevant information from system stakeholders, project documentation and other sources
- Be able to select suitable testing types and techniques based on the project’s focus and the desired outcome
- Identify, prioritise, plan, create and execute test cases in test management
- Effectively log and manage identified defects
- Accurately measure and report the progress of testing; and
- Understand the importance of automation in testing.
CBE.242 SPECIAL INTEREST TOURISM

Special Interest Tourism (SIT44A1)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is for the student to have acquired the necessary knowledge to understand the application of marketing principles and techniques to develop marketing objectives and strategies for a tourism product.

OUTCOMES
Students should be able to:
• conduct a strategic situational analysis for a tourism enterprise,
• formulate objectives based on the situational analysis, and
• use a range of techniques to develop marketing strategies

CBE.243 STRATEGIC MANAGEMENT

Strategic Management 4 (STM44-4)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip the student with the understanding and knowledge applicable to the field of strategic management. With this knowledge and understanding, the student will be capable of selecting from a range of philosophies and techniques to execute and/or facilitate the management of strategy in collaboration with other key role players in the workplace.

OUTCOMES
Students should be able to:
• appraise the term ‘strategic management’, its origin, what it encompasses and what its function is within the corporate context in a commercial or non-commercial setting,
• identify and compare the different presently recognised types of philosophies concerning strategic management and motivate the main guidelines or considerations dictating its deployment,
• by using authoritative sources, select an appropriate comprehensive corporate strategic management framework or model and explain the essential phases or steps involved in this process,
• reflect upon the challenges globalisation has brought about when considering strategy,
reflect upon the ramifications of different strategic direction decisions that organisations have to choose between,
identify and compare the different presently recognised types of business strategies and motivate the main guidelines or considerations dictating its deployment,
explain how the strategy is implemented and evaluated in a business, and
describe and reflect upon the macro-importance of building learning organisations and world class organisations in South Africa.

Strategic Management (STR01A1)
SEMESTER MODULE
NEW NQF LEVEL 7 NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with the ability to apply the broad principles of strategic management, which include strategic planning and strategic implementation.

OUTCOMES
Students should be able to:
• conduct strategic direction and environmental analysis;
• plan strategic formulation for long-term, competitive strategies and functional strategies;
• apply strategic implementation as drivers for strategic control and evaluation;
• differentiate between entrepreneurial and business strategy; and
• discuss contemporary strategic applications of not-for-profit organisations and evaluate management concepts in the global marketplace.

Strategic Management (STM1CP1)
SEMESTER MODULE
NQF Level: 7 NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to equip the student with the understanding and knowledge applicable to the field strategic management. With this knowledge and understanding, the student will be capable of selecting from a range of philosophies and techniques to execute and/or facilitate the management of strategy in collaboration with other key role players in the workplace.

OUTCOMES
• explore the concept strategic management, and demonstrate knowledge of its function is within the corporate context;
• review the types of presently recognised philosophies concerning strategic management;
• evaluate the challenges of globalisation when considering strategy; and
apply different strategies for different organisational challenges.

CBE.244 STRATEGIC RETAILING

Strategic Retailing 1A (STR12A1)
SEMESTER MODULE
NQF LEVEL: 7 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of Strategic Retailing is to develop the applied and practical competencies of the student in the acquisition, understanding and application of strategic retailing. It provides an intensive, focused and applied specialisation within the field of Retail to ensure that students have a deep and systematic understanding of current thinking, practice and theory in the field of Strategic Retail.

OUTCOMES
At the end of this module the student must be able to:
- demonstrate a systematic understanding of international retailing thinking, practice, theory and methodology.
- apply the principles of international retailing to problems in case studies (scenarios) and reflect on the applications made.
- analyse international business and retail strategies.
- discuss cooperative strategy, strategic leadership and style which will ensure strategic retailing practice.
- define and classify products, understand the nature and benefits of branding in a retailing environment; and
- discuss the current thinking and practice regarding multi-channel retailing.

Strategic Retailing 1B (STR22B2)
SEMESTER MODULE
NQF LEVEL: 7 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to develop the applied and practical competencies of the student in the acquisition, understanding and application of strategic retailing. It provides an intensive, focused and applied specialisation within the field of Retail to ensure that students have a deep and systematic understanding of current thinking, practice and theory in the field of Strategic Retail.

OUTCOMES
At the end of this module the student must be able to:
• apply cooperative strategy, strategic leadership and style which will ensure strategic retailing practice.
• develop a strategic plan within a given retail situation; and
• apply the principles of retailing to problems in case studies (scenarios) and/ or business simulations.

CBE.245 TAXATION

Taxation (ADIA002)

YEAR MODULE
NEW NQF LEVEL 7
NQF CREDITS: 30

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with knowledge of fundamental concepts of taxation and how to apply the principles of the South African Tax Act.

OUTCOMES
Students should be able to:
• discuss and apply the principles of taxation of companies in integrated and advanced practical case studies; and
• discuss and apply the principles of taxation of individuals in integrated and advanced practical case studies.

CBE.246 TOURISM DEVELOPMENT

Tourism Development 4A (TOD44A4)

SEMAPSTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to formulate and appraise appropriate tourism development strategies. Independently perform functions associated with planning and development of sustainable tourism.

OUTCOMES
Students should be able to:
• advanced knowledge of the practice tourism development from a multi-disciplinary perspective,
• the economics of tourism,
• the politics of tourism,
• the sociology of tourism, and
the anthropology of tourism.

Tourism Development 4B (TOD44B4)
SEMMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an understanding of cultural heritage tourism. The topics that will be covered would be to formulate and appraise appropriate cultural heritage tourism development strategies which will enable students to independently perform functions associated with planning and development of sustainable cultural heritage tourism.

OUTCOMES
Students should be able to:
- advanced knowledge of the issues relating to cultural tourism and cultural heritage management CHM of cultural heritage assets,
- explore the issues, challenges and types of cultural heritage products development in South Africa,
- apply the best practice management models CHM for sustainability of Cultural heritage, and
- evaluate the role of cultural heritage products in disadvantaged communities in South Africa.

CBE.247 TOURISM PROJECT

Tourism Project 4 (PTT11-1)
YEAR MODULE
NQF LEVEL: 7
NQF CREDITS: 30

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to develop a Student with competent research Skills. The knowledge emphasizes general research methodology principles and applications within the tourism environment. The purpose of this Tourism Research Project is to develop students who can demonstrate knowledge and Skills in the travel and tourism environment and apply research principles. A depth and specialization of knowledge,
together with practical skills and experience in the workplace will enable successful students to enter into the Tourism Management career paths.

OUTCOMES
Students should be able to:
- Produce a thorough scientific research report, individually

CBE.248 TRADING IN FINANCIAL MARKETS

Trading in Financial Markets
(A3FTF7X or TFM1CP1 and TFM2CP1)

SEMESTER MODULE (A3FTF7X)
ONLINE MODULES (TFM1CP1 and TFM2CP1)
NEW NQF LEVEL 7

NQF CREDITS: 25

CALCULATION CRITERIA FOR MODULE A3FTF7X
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR MODULE: TFM1CP1 AND TFM2CP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to relate knowledge of the trading systems and processes used in the financial market trading environment, as well as to provide a framework necessary to implement client market orders in the financial market.

OUTCOMES
Students should be able to:
- explain trading methodology and automated trading processes;
- describe the different trade types and reporting on the different markets and the regulations governing each trade type (Main board trades, report-only transactions, OTC trades, unlisted trades);
- analyse legislation, rules and regulations specifically regarding trading in different financial markets;
- evaluate trading risks present in trading in different financial markets;
- explain legislation and regulations regarding the provision of information to clients;
- interpret client orders (quantum, price, instrument, direction);
- execute buy and sell orders on behalf of clients using a trading system; and
- relay trade information to clients such as number of securities bought and sold and the price.
CBE.249 TRANSPORTATION OPERATIONS AND COSTING

Transport Operations and Costing (TOC01B1 or TOC1CP1)
SEMESTER MODULE (TOC01B1)            ONLINE MODULE (TOC1CP1)
NQF LEVEL: 7                 NQF CREDITS: 16

CALCULATION CRITERIA FOR TOC01B1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR TOC1CP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to enable students to discuss the role and importance of transport operations and costing in the South African context, and to develop competencies to analyse, evaluate and implement information on various aspects of transport operations in order to resolve transportation problems, maximise profitability and satisfy customer needs.

OUTCOMES
Students should be able to:
• Identify relevant operational processes within the transport industry;
• Define and analyse the operational aspects pertaining to various transportation modes;
• Calculate costing related to transportation modes;
• Determine a pricing structure for profitability and sustainability;
• Reflect on the importance of routing and scheduling transportation equipment across the industry;
• Manage a fleet operation; and
• Manage carrier replacement and selection processes.

CBE.250 TRANSPORT PLANNING AND MANAGEMENT

Transport Planning and Management (TPM01B1 or TPM1CP1)
SEMESTER MODULE (TPM01B1)            ONLINE MODULE (TPM1CP1)
NQF LEVEL: 7                 NQF CREDITS: 16

CALCULATION CRITERIA FOR TPM01B1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR TPM1CP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%
PURPOSE
The purpose of this module is to provide students with skills and competence in planning and managing transport for the safe and efficient movement of people and goods as well as contributing to the delivery of sustainable transport. The student will learn the techniques and methodologies of transport planning and management needed to take decisions, or to provide the necessary information for others to take policy decisions.

OUTCOMES
Students should be able to:
- define and explain the scope of transport planning;
- analyse traffic/transport problems in urban areas;
- analyse transport problems in rural areas;
- utilise transportation planning processes in order to conduct relevant transport studies; and
- reflect on the factors that contribute and/or minimise traffic accidents.

CBE.251 TRANSPORT POLICY AND LEGISLATION

Transport Policy and Legislation (TLP01A1 or TPL1CP1)
SEMMESTER MODULE (TLP01A1) ONLINE MODULE (TPL1CP1)
NQF LEVEL: 7 NQF CREDITS: 16

CALCULATION CRITERIA FOR MODULE TLP1A1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR MODULE TPL1CP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to enable students to acquire intellectual knowledge, skills and applied competence in comprehending the concept, role and framework of transport policy as well as understanding the application of relevant transport legislation with particular focus on the South African scenario. Students will learn how policy is formulated and applied in order to resolve contemporary transport challenges. Students will also learn how to interpret the legal provisions of relevant transport legislation.

OUTCOMES
Students should be able to:
- reflect on policy formulation and the need for transport policy;
- analyse the purpose, goals and objectives of National and Regional Transport Policies;
- identify and analyse the major provisions of the National Land Transport Act;
- identify and analyse the major provisions of the National Road Traffic Act; and
- analyse the consequences and assess measures to mitigate unethical conduct in the transport sector.
CBE.252 TRANSPORT RESEARCH PROJECT

Transport Research Project (TRP01B1 or TRP1CP1)
SEMESTER MODULE (TRP01B1) ONLINE MODULE (TRP1CP1)
NQF LEVEL: 7 NQF CREDITS: 16

CALCULATION CRITERIA FOR BOTH MODULES
Continuous Assessment

PURPOSE
The purpose of this module is to enable students to implement a research project by undertaking a study on a specific research problem in the transport industry. Students will collect and analyse data, interpret their findings, draw meaningful conclusions and offer recommendations pertaining to the transport industry.

OUTCOMES
Students should be able to:
- apply critical thinking skills;
- apply foundational research skills to address a research question;
- demonstrate planning, time and change management skills;
- undertake research independently; and
- communicate research results clearly, comprehensively and persuasively.
SECTION H: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF SERVICE MODULES OFFERED BY THE COLLEGE OF BUSINESS AND ECONOMICS FOR ADVANCED DIPLOMAS AND BTECH PROGRAMMES IN OTHER FACULTIES

CBE.253 BUSINESS PRACTICE

**Business Practice 3**  
(BUP301)  
SEMESTER MODULE  
NQF LEVEL: 7  
NQF CREDITS: 20

**CALCULATION CRITERIA**  
Continuous assessment

**PURPOSE**  
To equip students with the Skills to start a business venture and successfully manage it for sustainability and growth.

**OUTCOMES**  
Students should be able to:  
- application of the entrepreneurial process in the Somatology Industry.  
- application of management and decision making processes in a somatology practice

CBE.254 FINANCIAL PLANNING & CONTROL

**Financial Planning & Control 3A**  
(BFA44A4)  
SEMESTER MODULE  
NEW NQF/OLD NQF LEVEL 7  
NQF CREDITS: 15

**CALCULATION CRITERIA**  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**  
The purpose of this module is to introduce basic costing techniques and methods. In this module students will identify and analyse cost and management accounting techniques and prepare information for decision-making purposes.

**OUTCOMES**  
Students should be able to:  
- prepare manufacturing accounts;  
- explain the cost terminology and classify costs;  
- explain pricing concepts; and  
- understand the strengths and weaknesses of the different techniques for incorporating risk and uncertainty.
Financial Planning & Control 3B (BFA44B4)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 7
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce basic costing techniques and methods. In this module students will identify and analyse cost and management accounting techniques and prepare information for decision-making purposes.

OUTCOMES
Students should be able to:
- prepare functional budgets for an organisation;
- prepare a cash and flexible budget;
- evaluate capital investment proposals using:
  - accounting rate of return;
  - payback;
  - net present value; and
  - internal rate of return.

CBE.255 MANAGEMENT PRINCIPLES AND PRACTICE

Management Principles and Practice 4 (BBM441)
YEAR MODULE
NQF LEVEL: 7
NQF Credits: 20

CALCULATION CRITERIA
Continuous assessment

PURPOSE
This purpose of this module is to introduce the student to the main themes and concepts of general management principles. This module will address management principles, business ethics and corporate social responsibility.

OUTCOMES
Students should be able to:
- analyse and understand ethics and corporate social responsibility
- describe and explain the business environment
- understand the principles of planning and strategy formulation
- describe and understand the human resource (HR) management function in the organization; and
- apply planning and decision making aids
SECTION I: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF SERVICE MODULES OFFERED BY OTHER FACULTIES FOR ADVANCED DIPLOMAS AND BTECH PROGRAMMES IN THE COLLEGE OF BUSINESS AND ECONOMICS

CBE.256 HOSPITALITY INDUSTRY LAW

Hospitality Industry Law 3 (HIL32-1)
SEMESTER MODULE
NQF LEVEL: 7  NQF CREDITS: 16

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is to understand and apply the range of management Skills closely associated with the formulation of strategic change.

OUTCOMES
Students should be able to:
- explain the requirements for a valid contract,
- identify the different forms of breach of contract,
- discuss the remedies available to parties in the case of breach of contract,
- discuss the essential and legal implications of the various types of contracts found in the hospitality industry,
- explain the elements that should be present before a hospitality enterprise can be found guilty of a delict, and
- discuss the remedies available to the aggrieved party in case of a delict.

CBE.257 HOSPITALITY INDUSTRY LAW

Labour Relations and Law II (Module A) (LRL44A4)

Please refer to the Faculty of Law for the calculation criteria, purpose and outcomes of this module.

CBE.258 MATHEMATICS

Mathematics (ADIA004)
SEMESTER MODULE
NEW NQF LEVEL 7  NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to develop student’s mathematical Skills to prepare the student for the use of the principles within the other core subjects.

OUTCOMES
Students should be able to:
- accurately perform calculations in Algebra and Financial Mathematics;
- logically resolve problems using the Skills that they have acquired; and
- correctly state all the formulas and techniques that they have learnt.

CBE.259 QUANTITATIVE TECHNIQUES

Quantitative Techniques (QAN01B1 or QAN1CP1)
SEMESTER MODULE (QAN01B1) ONLINE MODULE QAN1CP1
NQF LEVEL: 7 NQF CREDITS: 16

CALCULATION CRITERIA FOR MODULE QAN01B1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR MODULE QAN1CP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to develop the student’s ability to solve logistical problems through applying appropriate calculations.

OUTCOMES
Students should be able to:
- display data analysed in simple, clear formats that can be used in company/organisational reports; and
- solve problems (within the logistics domain) using appropriate calculations.
CBE.260 BASIC MATHEMATICS AND APPLICATION IN ECONOMICS AND BUSINESS

Basic Mathematics and Applications in Economics and Business A and B

The definition of couplet modules is two modules in a specified year, whereby the second module builds upon the first module. The passing mark of each module is usually 50%, but a student who did not obtain the required 50% in the first module but obtained for this module a minimum mark of 40% in the last assessment opportunity (exam) and a final mark of at least 40%, will be granted entry to the second module. To obtain credit for both modules, the second module must be passed and an average of 50% for both modules has to be obtained by the student. Credit can be obtained for the second module if a final mark of 50% is obtained for this module, and not an average of 50% for both modules. If the first module is repeated while a credit has already been obtained for the second module, the first module must be passed on its own. A student who qualifies for a supplementary assessment on a couplet module and obtained a last assessment opportunity mark (exam mark) of at least 40% can choose if he/she want to write the supplementary or retain credit on the original final mark. Should he/she choose to write the supplementary assessment, but fail the module; the highest mark between the original and supplementary assessment mark will be used to retain the credit.

Basic Mathematics and Applications in Economics and Business A

(SEMESTER MODULE)
(COUPLET MODULE)
(NEW NQF/OLD NQF LEVEL 5) NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module is foundational in nature, specifically designed to cover selected applications in the economic sciences. It has as its primary purpose, the development of specific mathematical Skills (relevant to the economic sciences) for students to cope with the mathematical demands of relevant regular modules in BCom degree programmes.

OUTCOMES
Students should be able to:
• perform basic algebraic operations accurately;
• apply consistently, the features of a straight line to selected problems in the economic sciences;
• solve methodically, simultaneous equations and apply them to selected problems in the economic sciences;
• apply methodically non-linear functions to selected areas in the economic sciences; and
• apply the rules of differentiation logically to selected areas in the economic sciences.

Basic Mathematics and Applications in Economics and Business
B
(MAEB0B1)

SEMESTER MODULE
COUPLETT MODULE
NEW NQF/OLD NQF LEVEL 5

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module is foundational in nature, specifically designed to cover selected applications in the economic sciences. It has as its primary purpose, the development of specific mathematical Skills (relevant to the economic sciences) for students to cope with the mathematical demands of relevant regular modules in BCom degree programmes.

OUTCOMES
Students should be able to:
• apply consistently, the features of a straight line to selected problems in the economic sciences;
• apply the rules of differentiation to selected areas in the economic sciences, logically;
• determine, and interpret logically, selected variables/elements relating to finance; and
• interpret selected concepts relating to basic statistics clearly and undertake calculations involving such concepts.

CBE.261 FINANCIAL RECORDING, ANALYSIS AND MANAGEMENT

Basic Mathematics and Applications in Economics and Business
B
(FRAM0A1)

SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
This module is foundational in nature and has as its primary purpose, the development and preparation of students for regular undergraduate first year modules in accounting by covering core themes in respect of the recording, analysis and evaluation of the financial activities and results of a business, in combination with academic development elements and Skills.

OUTCOMES
Students should be able to:
- place the study of accounting, as a discipline, clearly in context in respect of BCom degree studies and careers in the financial sciences;
- examine objectively the nature of logic and reasoning applied in accounting;
- illustrate and interpret the various analytical and graphical tools used in accounting clearly;
- explain and apply the basic concepts, requirements and principles that underlie the practice of accounting fully;
- process financial transactions, adjustments and results within a structured accounting system (entailing interpretation, analysis and recording) logically; and
- debate broadly, selected real-world situations, relating to the practice and development of accounting as a science.

Financial Recording, Analysis and Management B (FRAM0B1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5                      NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module is foundational in nature and has as its primary purpose, the preparation of students for regular undergraduate first year and subsequent modules in financial management, by covering core themes in respect of the tools of measurement, analysis and evaluation; and other relevant issues concerning the acquisition, investment, and administration of finances, in combination with academic development elements and Skills.

OUTCOMES
Students should be able to:
- place the study of financial management, as a discipline, clearly in context in respect of BCom degree studies and careers in the financial sciences;
- examine objectively the nature of logic and reasoning applied in financial management;
- illustrate, interpret and apply the various analytical and other tools used in financial management clearly;
- explain and apply the core concepts and tools in financial analysis and evaluation fully;
- process relevant financial information using basic instruments, measures/ indicators and calculations in financial management logically; and
- debate broadly, selected real-world situations, relating to the practice and development of financial management.
CBE.262 LANGUAGE FOR ECONOMIC SCIENCES

Language for the Economic Sciences (LES0X00)
YEAR MODULE
NEW NQF/OLD NQF LEVEL 5 NQF CREDITS: 16

CALCULATION CRITERIA
Continuous evaluation: These modules will be assessed using continuous assessment consisting of summative assessments during the year. Students will not write a formal final summative assessment. Therefore the year mark will also be the final mark with a year mark and last assessment mark weight contribution of 100:0.

PURPOSE
This module is foundational in nature and has as its primary purpose, the development of the academic literacies that students need, thereby facilitating learning and enabling them to succeed in their chosen field of study in the economic sciences.

OUTCOMES
Students should be able to:
- access, process, evaluate and use information effectively and responsibly, from a variety of sources and situations;
- apply, effectively and responsibly, language and literacy practices and conventions in academic contexts;
- produce coherent and cohesive academic texts in a style appropriate to his/her field of study in the economic sciences;
- use appropriate communication strategies for specific purposes and situations; and
- develop and apply effectively, a variety of personal management and self-reliance Skills.

CBE.263 MASTERING OF ACADEMIC AND PROFESSIONAL SKILLS

Mastering of Academic and Professional Skills (APS0X00)
COUPLETS MODULE
NEW NQF/OLD NQF LEVEL 5 NQF CREDITS: 16

CALCULATION CRITERIA
Continuous evaluation: These modules will be assessed using continuous assessment consisting of summative assessments during the year. Students will not write a formal final summative assessment. Therefore the year mark will also be the final mark with a year mark and last assessment mark weight contribution of 100:0.

PURPOSE
This module is foundational in nature and has as its primary purpose, the development and mastering of academic and professional Skills required to facilitate learning for students in the regular courses of their BCom degree studies. The module enables a student to develop a comprehensive perspective and effective strategies for successful adaptation to the higher education environment, with the aim of being successful in a chosen BCom programme.

OUTCOMES
Students should be able to:
demonstrate effectively, the use of individualised study methods, involving summarization and memorization techniques, in their chosen field of study in the economic sciences;
read on a first year HE level, at a minimum required level;
apply selected approaches towards the career development process effectively;
demonstrate computer competence in Microsoft Office (Word, Excel, and PowerPoint), internet research and the use of email;
apply professional and personal strategies for success in the chosen field of study in the economic sciences; and
communicate and present written and oral information professionally, accurately and skilfully.

CBE.264 ECONOMIC AND BUSINESS ENVIRONMENT

The Economic and Business Environment A  (EBE00A1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5                      NQF CREDITS: 16

PURPOSE
This module is foundational in nature and has as its primary purpose, the development and preparation of students for regular undergraduate first year modules in economics, by covering core themes in combination with academic development elements and Skills.

OUTCOMES
Students should be able to:
• place the study of economics, as a discipline, clearly in context in respect of BCom degree studies and careers in the economic sciences;
• examine objectively the nature of logic and reasoning in economic theory;
• illustrate and interpret clearly the various analytical and graphical tools used in economics;
• explain fully, the different economic problems relating to scarcity and choice and discuss how they may be addressed, with specific attention to a market-oriented economy;
• provide a comparative analysis of the behaviour of consumers and producers under different market structures, with the use of selected microeconomic models and tools of analysis, giving particular attention to perfect competition;
• discuss in detail, macroeconomic goals and policy, with the use of selected macroeconomic models and tools of analysis; and
• debate broadly, selected real-world situations based on themes covered in this module.

The Economic and Business Environment B  (EBE00B1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5                      NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This module is foundational in nature and has as its primary purpose, the development and preparation of students for regular undergraduate first year modules in business management, by covering core themes in combination with academic development elements and Skills.

OUTCOMES
Students should be able to:

- place the study of business management, as a discipline, clearly in context in respect of BCom degree studies and careers in the economic sciences;
- examine objectively the nature of logic and reasoning applied in business management;
- illustrate and interpret clearly the various analytical and graphical tools used in business management;
- explain basic business problems/decisions and how they may be approached fully, with a focus on the business environment and basic management; principles;
- explain in detail, basic business problems/decisions and how they may be addressed, with a focus on a functional approach to business management and
- debate broadly, selected real-world situations, applicable to business and based on selected themes covered in this module.
SECTION K: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF ALL MODULES OFFERED IN THE COLLEGE OF BUSINESS AND ECONOMICS FOR BACHELOR OF ARTS DEGREES, BACHELOR OF COMMERCE DEGREES AND BACHELOR DEGREE PROGRAMMES

CBE.265 ACCOUNTING

Accounting A and B; 1A and 1B; 2A and 2B are couplet modules

The definition of couplet modules is 2 modules in a specified year, whereby the second module builds upon the first module. The passing mark of each module is usually 50%, but a student who did not obtain the required 50% in the first module but obtained for this module a minimum mark of 40% in the last assessment opportunity (exam) and a final mark of at least 40%, will be granted entry to the second module. To obtain credit for both modules, the second module must be passed and an average of 50% for both modules has to be obtained by the student. Credit can be obtained for the second module if a final mark of 50% is obtained for this module, and not an average of 50% for both modules. If the first module is repeated while a credit has already been obtained for the second module, the first module must be passed on its own. A student who qualifies for a supplementary assessment on a couplet module and obtained a last assessment opportunity mark (exam mark) of at least 40% can choose if he/she want to write the supplementary or retain credit on the original final mark. Should he/she choose to write the supplementary assessment, but fail the module; the highest mark between the original and supplementary assessment mark will be used to retain the credit.

Accounting A
COUPLET MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to cover the basic concepts of accounting, the recording of various elementary transactions and the accounting cycle. This forms the basis for further modules in the analysis, interpretation and application of accounting. The only further module for which Accounting A is an acceptable credit is Accounting B. Accounting A and Accounting B are not modules sufficient to allow entry into any accounting module on a second year level.

OUTCOMES
Students should be able to:
- discuss and apply the basic concepts in accounting;
- discuss and record simple transactions with reference to the accounting equation;
- account for information in the general ledger;
- journalise simple transactions;
- prepare a trial balance and detect and correct trial balance errors;
- discuss the accounting cycle;
• discuss and apply the different inventory methods to calculate profit;
• identify, measure, present, disclose and record the different asset categories in the annual financial statements for basic transactions;
• calculate, journalise and disclose depreciation using different methods;
• calculate, journalise and disclose the amortisation of intangible assets;
• identify, measure, record, present and disclose the disposal of assets;
• adjust the ledger accounts according to the accrual basis;
• record transactions in the relevant subsidiary journals;
• apply the basic principles of value-added tax;
• discuss and record transactions in the receivables and payables control accounts;
• discuss and apply the reconciliation of receivables and payables with their respective lists;
• identify, explain, calculate and record: sales or trade discount; settlement or cash discount; bad debts and allowance for credit losses;
• present receivables and payables in the statement of financial position;
• define inventories according to IAS 2 Inventories;
• name, discuss and apply the different methods to measure the cost of inventories;
• define, calculate and measure net realisable value, fair value and lower of cost;
• record transactions relevant to inventories;
• present and disclose inventories in the financial statements;
• discuss and record all cash transactions; and
• reconcile the balance of the bank account per the general ledger with the balance per the bank statement.

**Accounting B**

**(ACC0BB1/REK0B01)**

**COUPLER MODULE**

**NEW NQF/OLD NQF LEVEL 5**

**NQF CREDITS: 12**

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to further develop the basic principles of accounting taught in Accounting A with reference to specific scenarios and entities. Accounting A and Accounting B are not modules sufficient to allow entry into any accounting module on a second year level.

**OUTCOMES**

Students should be able to:

**Non-trading entities:**
• prepare a statement of receipts and payments and financial statements in respect of non-trading entities;
• account for transactions in the general ledger; and
• identify, explain, calculate, record, present and disclose receivables, payables, inventories, cash and property, plant and equipment.

**Partnerships:**
• discuss and apply the principles of partnerships;
• account for information in the general ledger of a partnership; and
• prepare financial statements of a partnership.
Company financial statements:
• discuss the company as a form of entity briefly;
• discuss, calculate and record share transactions of a simple nature; and
• prepare the following components of the annual financial statements of a company according to the minimum requirements of the Companies Act (71 of 2008) and International Financial Reporting Standards: statement of financial position; statement of comprehensive income; statement of changes in equity and accounting policies and explanatory notes.

Close corporations:
• discuss the legal aspects and the accounting and reporting requirements of a close corporation (CC) briefly;
• name the qualifications for and the professional bodies whose members qualify for appointment as an accounting officer by a close corporation; and
• prepare the following components of the annual financial statements of a close corporation according to the requirements of the Act on Close Corporations of 1984, Companies Act of 2008 and Statements of Generally Accepted Accounting Practice: statement of financial position; statement of comprehensive income; statement of changes in the net investment of members; accounting policies and explanatory notes.

Statement of Cash flow:
• a simple statement of cash flow with notes, under the following headings, is prepared in accordance with IAS 7 Statement of Cash Flows:
  - cash flows from operating activities;
  - cash flow from investing activities;
  - cash flow from financing activities; and
  - net change in cash and cash equivalents.

Budgets:
• calculate and prepare a cash budget, budgeted statement of comprehensive income, budgeted statement of changes in equity and budgeted statement of financial position; and
• prepare cash budgets and budgeted financial statements.

Accounting 1A (ACC01A1/REK1A01)
COUPLET MODULE
NEW NQF/OLD NQF LEVEL 5 NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to understand and account for basic transactions and events in a profit orientated entity and the financial reporting thereof in a contemporary environment.

OUTCOMES
Students should be able to:
• demonstrate a detailed knowledge and understanding of basic transactions and events by accounting for these transactions and events in line with the requirements of International Financial Reporting Standards (IFRS); and
• prepare financial statements to account for the following transactions and events:
- The conceptual framework for financial reporting;
- Presentation of financial statements
- The investing activities, financing activities and the operating activities of a sole trader;
- The review and adjustments process;
- The closing-off process;
- Value Added Tax;
- Payables and Receivables;
- Cash and cash equivalents; and
- Property, plant and equipment.

**Accounting 1B**

**COUPLLET MODULE**

**NEW NQF/OLD NQF LEVEL 5**

**NQF CREDITS: 12**

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to understand and account for basic transactions and events in a profit orientated entity and the financial reporting thereof in a contemporary environment.

**OUTCOMES**

Students should be able to:

- Demonstrate detailed knowledge and understanding of basic transactions and events by accounting for these transactions and events in line with the requirements of International Financial Reporting Standards (IFS) and
- prepare financial statements to account for the following transactions and events: a finance lease in the records of the lessee;
- intangible assets (trade marks);
- inventories;
- investment in another entity’s equity instruments;
- loans;
- presentation of general purpose financial statements;
- investment property;
- provisions and contingencies;
- revenue, including Circular 9/06;
- statement of cash flows;
- the company as a form of entity (Companies Act of 2008 (Act 71 of 2008), share transactions, distributions to owners, auditors’ remuneration, directors’ remuneration, income tax expense, preliminary income tax payments; and
- demonstrate detailed knowledge and understanding of the conceptual framework for financial reporting.

**Accounting 100**

**YEAR MODULE**

**NEW NQF/OLD NQF LEVEL 5**

**NQF CREDITS: 28**

This module is presented to students who are studying towards the Chartered Accountancy qualification.
CALCULATION CRITERIA
A student needs a cumulative year mark of 40% to gain entrance to the last assessment opportunity in November. The year mark and last assessment mark weight is 60:40. A student needs a last assessment opportunity (exam) mark of at least 40% and a final mark of 50% to pass a module. When a supplementary assessment is written, the year mark contributes to the final mark, and the latter is capped at 50%.

PURPOSE
The purpose of this module is to help students attain a basic proficiency level in dealing with routine accounting transactions. An appropriate level of knowledge and understanding of routine transactions and events should be gained. This knowledge and understanding will enable students to execute practical case studies of these routine accounting transactions at a basic proficiency level, to the extent possible in an academic environment.

OUTCOMES
Students should be able to gain knowledge, have an understanding and be able to execute tasks (practical applications) at a basic level relating to routine accounting transactions and events in relation to:

- the Conceptual Framework for Financial Reporting;
- presentation of financial statements;
- the investing activities, financing activities and the operating activities of a sole trader;
- the review and adjustments process;
- the closing-off process;
- Value Added Tax;
- Payables and Receivables;
- accounting systems and subsidiary records;
- Property, plant and equipment;
- Inventories - trading entity;
- Cash and cash equivalents;
- Non-trading entities;
- the company as a form of entity (Companies Act of 2008 (Act 71 of 2008), share transactions, distributions to owners, auditors’ remuneration, directors’ remuneration, income tax expense, preliminary income tax payments;
- presentation of general purpose financial statements;
- Statement of cash flows;
- Intangible assets (trade marks);
- Investment in another entity’s equity instruments;
- Loans;
- a finance lease in the records of the lessee;
- borrowing costs on funds specifically borrowed to obtain a qualifying asset;
- Investment property;
- Provisions and contingencies;
- Events after the reporting period;
- Revenue, including Circular 9/06;
- Close corporations; and
- Branches accounted for according to the decentralised method.
**Accounting 11**
(ACC1CP1)
ONLINE MODULE
NQF LEVEL 5
NQF CREDITS: 15

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

**PURPOSE**
The purpose of this module is to understand and account for basic transactions and events in a sole proprietor and the financial reporting thereof in a contemporary environment.

**OUTCOMES**
Students should be able to:
- Understand and discuss the Conceptual Framework for the preparation and presentation of financial instruments;
- Prepare and present financial statements in conformity with IFRS standards;
- Identify, measure, record, present and disclose the investing activities, financing activities and the operating activities of a sole trader;
- Understand and account for the review and adjustment process;
- Understand and account for the closing-off process;
- Understand and account for Value Added Tax;
- Understand and account for Payables and Receivables; and
- Understand and account for Cash and cash equivalents.

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**Accounting 12**
(ACC2CP1)
ONLINE MODULE
NQF LEVEL 5
NQF CREDITS: 15

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

**PURPOSE**
The purpose of this module is to understand and account for basic transactions and events in a sole proprietor and the financial reporting thereof in a contemporary environment.

**OUTCOMES**
Students should be able to:
- understand and account for Property, plant and equipment;
- understand and account for Inventories in a trading entity;
- understand and account for Liabilities;
- understand and account for Intangible assets;
- understand and account for Investment in another entity’s equity instruments;
- understand and account for Provisions and contingencies;
- prepare and present Cash flow statements; and
- understand and account for Revenue.
Accounting 2A
(SEMESTER MODULE)
NEW NQF/OLD NQF LEVEL 6
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to obtain integrated knowledge of intermediate transactions and events and to obtain basic knowledge of advanced transactions and events in a profit-oriented entity and to apply this knowledge to the financial reporting thereof in a contemporary environment.

OUTCOMES
Students should be able to:
- understand and account for the following intermediate and advanced transactions and events:
  - capitalisation of borrowing costs;
  - employee benefits;
  - financial instruments;
  - impairment assets;
  - intangible assets;
  - investment properties;
  - leases;
  - property, plant and equipment;
  - revenue; and
  - the effects of changes in foreign exchange rates.
- prepare and present financial statements to account for the above transactions and events.

Accounting 2B
(SEMESTER MODULE)
NEW NQF/OLD NQF LEVEL 6
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to obtain integrated knowledge of intermediate transactions and events and to obtain basic knowledge of advanced transactions and events in a profit-oriented entity and to apply this knowledge to the financial reporting thereof in a contemporary environment.

OUTCOMES
Students should be able to:
- understand and account for the following intermediate and advanced transactions and events:
  - accounting policies;
  - changes in accounting estimates and errors;
  - business combinations;
  - earnings per share;
- events after the reporting period;
- inventories;
- non-current assets held for sale and provisions and contingent liabilities & contingent assets;
- prepare and present financial statements to account for the above transactions and events; and
- prepare and present consolidated financial statements.

Accounting 200 (ACC200)
YEAR MODULE
NEW NQF/OLD NQF LEVEL 6
NQF CREDITS: 30

This module is presented to students who are studying towards the Chartered Accountancy qualification.

CALCULATION CRITERIA
A student needs a cumulative year mark of 40% to gain entrance to the last assessment opportunity in November. The year mark and last assessment mark weight is 60:40. A student needs a last assessment opportunity (exam) mark of at least 40% and a final mark of 50% to pass a module. When a supplementary assessment is written, the year mark contributes to the final mark, and the latter is capped at 50%.

PURPOSE
The purpose of this module is to help students attain an intermediate proficiency level in dealing with routine accounting transactions. An intermediate knowledge and understanding of routine transactions and events should be gained. This intermediate knowledge and understanding will enable students to execute practical applications at an intermediate level, to the extent possible in an academic environment.

The module will also give students basic proficiency levels in dealing with non-routine transactions.

OUTCOMES
Students should gain knowledge and understanding and be able to execute tasks (practical applications) at an intermediate level relating to routine events and transactions incurred in relation to:
- Inventories;
- Property, plant and equipment;
- Intangible assets;
- Investment properties;
- Revenue;
- Financial instruments (recognition and measurement, presentation and disclosure);
- Provisions, contingent liabilities and contingent assets;
- Leases; and
- Impairment of assets.

Such routine events and transactions should be treated in terms of the framework for the preparation and presentation of financial statements and IFRS requirements relating to the presentation of financial statements in single as well as group statements, taking into account the impact on sustainability reporting. The reporting of earnings per share is also discussed.

Students should gain knowledge and understanding and be able to execute tasks (practical applications) at a basic level relating to the following non-routine events and transactions:
• Business combinations;
• Individual non-current assets held for sale;
• Accounting policies, changes in estimates and errors;
• Employee benefits;
• Foreign exchange transactions; and
• Events after the reporting period.

**Accounting 21**
ONLINE MODULE
NQF LEVEL 6

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

**PURPOSE**
The purpose of this module is to obtain integrated knowledge of intermediate transactions and events and to obtain basic knowledge of advanced transactions and events in a profit-oriented entity and the financial reporting thereof in a contemporary environment.

**OUTCOMES**
Students should be able to:
• prepare and present financial statements in conformity with IAS 1 Presentation of Financial Statements;
• understand and discuss the Conceptual Framework for Financial Reporting;
• understand and account for Property, Plant and Equipment (excl. Revaluations) in accordance with IAS 16;
• understand and account for Investment Property in accordance with IAS 40;
• understand and account for Intangible Assets in accordance with IAS 38;
• understand and account for Leases in accordance with IFRS 16;
• understand and account for Impairments in accordance with IAS 36;
• understand and account for Non-current assets held for sale in accordance with IFRS 5;
• understand and account for Revenue transactions in accordance with IFRS 15;
• understand and account for Employee Benefits in accordance with IAS 19;
• understand and account for Financial Instruments in accordance with IAS 32 and IFRS 9 (excluding impairments);
• understand and account for the effects of foreign exchange transactions in accordance with IAS 21; and
• understand the terms income and expenses, gains and losses; and know how they should be recognised in the Statement of Profit and Loss and Other Comprehensive Income

**Accounting 22**
ONLINE MODULE
NQF LEVEL 6

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%
PURPOSE
The purpose of this module is to obtain integrated knowledge of intermediate transactions and events and to obtain basic knowledge of advanced transactions and events in a profit-oriented entity and the financial reporting thereof in a contemporary environment. Furthermore, the purpose of this module is to understand and apply basic to intermediate consolidation procedures for the accounting for subsidiaries.

OUTCOMES
Students should be able to:
• understand and account for Inventories in accordance with IAS 2;
• understand and account for Provisions, Contingent Liabilities and Contingent Assets in accordance with IAS 37;
• understand and account for Events after the Reporting Period in accordance with IAS 10;
• understand and account for share transactions in accordance with IAS 33;
• understand and account for Changes in Accounting Estimates and Prior Period Errors in accordance with IAS 8;
• prepare the Statement of Changes in Equity in accordance with the principles of IAS 1;
• understand the theory and background to Group Statements and account for Business Combinations in accordance with IFRS 3; and
• prepare Group Financial Statements in accordance with IAS 1, IAS 27 and IFRS 10.

Accounting 3AB (ACC3AB0)
YEAR MODULE
NEW NQF LEVEL 7/ OLD NQF LEVEL 6
NQF CREDITS: 32

CALCULATION CRITERIA
A student needs a cumulative year mark of 40% to gain entrance to the last assessment opportunity in November. The year mark and last assessment mark weight is 60:40. A student needs a last assessment opportunity (exam) mark of at least 40% and a final mark of 50% to pass a module. When a supplementary assessment is written, the year mark contributes to the final mark, and the latter is capped at 50%.

PURPOSE
The purpose of this module is to provide students with the knowledge and ability to account for advanced transactions and events in broader entities and to be able to prepare the financial reports thereof.

OUTCOMES
Students should be able to do the calculations and prepare the journal entries in accordance within the conceptual foundations of International Financial Reporting Standards and to prepare the financial reporting thereof for the following types of advanced transactions and events:
• revenue;
• share-based payment;
• deferred tax and income tax;
• provisions, contingent assets and contingent liabilities;
• accounting policies, changes in accounting estimates and prior period errors;
• earnings per share;
• borrowing costs;
• leases;
- foreign exchange transactions;
- financial instruments (Hedging);
- property, plant and equipment;
- asset impairments;
- investment property.
- business combinations;
- financial instruments;
- consolidated financial statements
- investments in associates; and
- investments in joint ventures.

Lastly, students should be able to demonstrate a basic understanding of the principles underlying integrated reporting practices by applying these principles to practical scenarios.

**Accounting 300 (ACC300)**

**YEAR MODULE**

**NEW NQF 7 LEVEL/ OLD NQF LEVEL 6**

**NQF CREDITS: 34**

This module is presented to students who are studying towards the Chartered Accountancy qualification.

**CALCULATION CRITERIA**

A student needs a cumulative year mark of 40% to gain entrance to the last assessment opportunity in November. The year mark and last assessment mark weight is 60:40. A student needs a last assessment opportunity (exam) mark of at least 40% and a final mark of 50% to pass a module. When a supplementary assessment is written, the year mark contributes to the final mark, and the latter is capped at 50%.

**PURPOSE**

The purpose of this module is for students to develop intellectual skills to be able to account for practical and integrated case studies, as well as prepare and present comprehensive financial statements to fully comply with the requirements of the International Financial Reporting Standards with regards to intermediate to advanced routine transactions and intermediate non-routine transactions. Students should also develop a basic awareness of the accounting issues relating to specialised reporting.

**OUTCOMES**

Students should be able to:

- account for integrated practical case studies on an intermediate to advanced level, as well as present and disclose integrated accounting transactions on an intermediate to advanced level in the statement of comprehensive income, statement of changes in equity and statement of financial position in accordance with the following International Financial Reporting Standards and/or Interpretations dealing with routine transactions:
  - The Conceptual Framework for Financial Reporting;
  - IAS 1 – Presentation of Financial Statements;
  - IAS 2 – Inventories;
  - IAS 7 – Statements of Cash Flows;
  - IAS 10 – Events after the Reporting Period;
  - IAS 12 – Income Taxes;
  - IAS 16 – Property, Plant and Equipment;
  - IAS 19 – Employee Benefits;
  - IAS 27 – Separate Financial Statements;
  - IAS 28 – Investments in Associates and Joint Ventures;
- IAS 32 – Financial Instruments: Presentation;
- IAS 36 – Impairment of Assets;
- IAS 37 – Provisions, Contingent Liabilities and Contingent Assets;
- IAS 38 – Intangible Assets;
- IAS 40 – Investment Properties;
- IFRS 7 – Financial Instruments: Disclosure;
- IFRS 9 – Financial Instruments;
- IFRS 10 – Consolidated Financial Statements;
- IFRS 11 – Joint Arrangements;
- IFRS 13 – Fair Value;
- IFRS 15 – Revenue from Contracts with Customers; and
- IFRS 16 – Leases.

- account for integrated practical case studies on an intermediate level, as well as present and disclose integrated accounting transactions on an intermediate level in the statement of comprehensive income, statement of changes in equity and statement of financial position in accordance with the following International Financial Reporting Standards and/or Interpretations dealing with non-routine transactions;
  - IAS 8 – Accounting Policies, Changes in Accounting Estimates and Errors;
  - IAS 20 – Accounting for Government Grants and Disclosure of Government Assistance;
  - IAS 21 – The Effects of Changes in Foreign Exchange Rates;
  - IAS 23 – Borrowing Cost;
  - IAS 24 – Related Party Disclosures;
  - IAS 33 – Earnings per Share;
  - IFRS 3 – Business Combinations;
  - IFRS 5 – Non-current Assets Held for Sale and Discontinued Operations;
  - SIC 32 – Intangible assets – Web Site Costs; and
  - IFRIC 1 – Changes in Existing Decommissioning, Restoration and Similar Liabilities.

- have a basic awareness of accounting issues relating to specialised reporting such as: insurance, banking, mineral resources and mining exploration costs, integrated reporting, sustainability reporting and XBRL.

**Accounting 31**

**(ACC1CP3)**

**ONLINE MODULE**

**NQF LEVEL 7**

**NQF CREDITS: 15**

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 0%

Full Period Mark Weight – 100%

Examination Mark Weight – 0%

**PURPOSE**

The purpose of this module is to provide students with the knowledge and ability to account for advanced transactions and events in broader entities and to be able to prepare the financial reports thereof. Lastly, students should be able to demonstrate a basic understanding of the principles underlying integrated reporting practices by applying these principles to practical scenarios.

Furthermore, the purpose of this module is to teach students the IFRS external reporting requirements, specifically with regards to the preparation of financial statements.
OUTCOMES
Students should be able to:
• do the calculations and prepare the journal entries in accordance within the conceptual foundations of International Financial Reporting Standards (IFRS) and to prepare the financial reporting thereof for the following types of advanced transactions and events:
  • conceptual Framework;
  • presentation of Financial Statements
  • revenue;
  • share-based payment;
  • deferred tax and income tax;
  • provisions, contingent assets and contingent liabilities;
  • accounting policies, changes in accounting estimates and prior period errors;
  • earnings per share;
  • borrowing costs;
  • leases;
  • foreign exchange transactions;
  • financial instruments (Hedging);
  • property, plant and equipment;
  • asset impairments; and
  • investment property.

Accounting 32 (ACC2CP3)
ONLINE MODULE
NQF LEVEL 7
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to provide students with the knowledge and ability to account for advanced transactions and events in broader entities and to be able to prepare the financial reports thereof. Lastly, students should be able to demonstrate a basic understanding of the principles underlying integrated reporting practices by applying these principles to practical scenarios.

Furthermore, the purpose of this module is to understand and apply consolidation procedures in integrated scenarios and also those involving basic changes in ownership.

OUTCOMES
Students should be able to:
Do the calculations and prepare the journal entries in accordance within the conceptual foundations of International Financial Reporting Standards and to prepare the financial reporting thereof for the following types of advanced transactions and events:
• Business combinations;
• Financial instruments;
• Consolidated financial statements;
• Investments in associates; and
• Investments in joint ventures.
CBE.266 ACCOUNTING SOFTWARE APPLICATIONS

Accounting Software Applications (ASA1CP2)
ONLINE MODULE
NQF LEVEL 6
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to introduce information systems in a business environment. This will include the introduction of an accounting software package as well as data interrogation tools.

OUTCOMES
Students should be able to:
• Create a new company in an Accounting Software program;
• Creating customer and supplier accounts as well as inventory items;
• Managing general ledger accounts;
• Recording of basic accounting journals;
• Capturing opening balances;
• Supplier and Customer processing;
• Preparing monthly cashbooks; and
• Performing monthly bank reconciliations.

CBE.267 ACCOUNTING STUDIES

Accounting Studies 100 (AST1B01)
SEMESTER MODULE
NQF LEVEL 5
NQF CREDITS: 12

This module is presented to students who are studying towards the Chartered Accountancy qualification.

CALCULATION CRITERIA
Continuous evaluation: Accounting Studies will be assessed using continuous assessment consisting of summative assessments. The final summative assessment will be in the form of a project. The assessment during the semester and the final project contribute 50:50 towards the final mark.

PURPOSE
The purpose of the module is to provide students with a basic understanding of the milieu in which Accounting is practiced, by addressing the historic development of the discipline and the profession in global context, the development of Accounting regulation in practice; the basic theory underlying the development of Accounting as a discipline and the interaction between global economic developments and developments in Accountancy.

OUTCOMES
Students should be able to:
• discuss the history of Accounting as a discipline;
• explain the development of the accounting profession in a global context
• specify the development of the main accounting theories underlying the developments in Accounting;
• explain the development of the financial reporting environment,
• discuss the development of the global Accounting regulation in which financial reporting is done; and
• explain the interaction between global economic development and developments in Accountancy.

Accounting Studies 200
(SEMESTER MODULE)
NEW NQF/OLD NQF LEVEL 6
NQF CREDITS: 10

This module is presented to students who are studying towards the Chartered Accountancy qualification.

CALCULATION CRITERIA
Continuous evaluation: Accounting Studies will be assessed using continuous assessment consisting of summative assessments. The final summative assessment will be in the form of a project. The assessment during the semester and the final project contribute 50:50 towards the final mark.

PURPOSE
The purpose of this module is to introduce students to basic Accounting research methodology and an understanding of the underlying theories of accounting research. Students are also exposed to a more advanced perspective on Accounting theory; students are introduced to the development of Accountancy and the Accounting profession in South Africa; the interaction between local economic development and Accounting development; the development of the ethical, environmental and social responsibility dimensions of Accounting and how that impacts on financial reporting.

OUTCOMES
Students should be able to:
• do basic accounting research;
• apply reference techniques in assignments;
• explain and apply the more advanced theories in Accounting;
• explain the interaction between local economic development and accounting developments;
• comment on the corporate social responsibilities of accounting entities;
• discuss environmental and integrated accounting; and
• explain the ethical dimensions of Accounting.

Accounting Studies 21
(ONLINE MODULE)
NQF LEVEL 6
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module to provide students with an understanding of the underlying theories of accounting research, the development the accounting profession and the
impact of the ethical, environmental and social responsibility dimensions of accountancy on corporate financial reporting.

OUTCOMES
Students should be able to:
• Perform accounting research and apply appropriate referencing techniques;
• Explain and apply theories in accounting;
• Discuss the history of accounting and the development of the accountancy profession;
• Explain the development of global financial reporting standards;
• Identify and describe the corporate social responsibilities of accounting entities;
• Discuss environmental and integrated accounting; and
• Explain the ethical dimensions of accounting.

CBE.268 AUDITING

Auditing 200
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6
NQF CREDITS: 12

This module is presented to students who are studying towards the Chartered Accountancy qualification.

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce students to the basic principles of auditing and risk management as well as ethical and legal aspects governing the work performed by an auditor.

OUTCOMES
Students should be able to:
• apply as well as recommend on the principles and compliance of the Auditing Profession Act ("AP Act"), the Code of professional Conduct ("CPC") as prescribed by the South African Institute of Chartered Accountants ("SAICA"), as well as the disciplinary rules of the Independent Regulatory Board for Auditors ("IRBA");
• apply as well as recommend on the Companies Act 71 of 2008 dealing specifically with the introduction of the Act, the liability of directors, the auditor and the accounting records;
• apply the above principles and guidelines to practice situations;
• demonstrate an understanding of sustainability and the auditor’s involvement therein;
• describe and discuss the audit process with specific detailed focus on the pre-engagement activities of the audit process as well as the planning procedures of an audit;
• identify and explain risks from the auditor as well as from management’s point of view and understand the risk management process;
• understand the implications of computer systems within organisations and explain how the use of computers for data processing can affect the internal
controls of an organisation as well as describe and explain the general and application controls in a computer environment, the related weaknesses in computer controls and recommendations to improve on the weaknesses;

- demonstrate an awareness of the International Standards on Auditing (“ISA”) and their effect on the auditing environment; and
- obtain an understanding as to what audit assertions are and what procedures to use when testing the assertions.

**Auditing 300**  
*YEAR MODULE*

**NEW NQF LEVEL 7/ OLD NQF LEVEL 6**

NQF CREDITS: 34

This module is presented to students who are studying towards the Chartered Accountancy qualification.

**CALCULATION CRITERIA**

A student needs a cumulative year mark of 40% to gain entrance to the last assessment opportunity in November. The year mark and last assessment mark weight is 60:40. A student needs a last assessment opportunity (exam) mark of at least 40% and a final mark of 50% to pass a module. When a supplementary assessment is written, the year mark contributes to the final mark, and the latter is capped at 50%.

**PURPOSE**

The purpose of this module is to introduce students to business activities and controls in the business cycles and addresses the method for auditing in these business cycles. Detail focus will be place on risks, internal controls and audit procedures that are applicable to the cycles of a business. The cycles that are addressed are: Revenue and receipt cycle, purchase and payment cycle, payroll cycle, production and inventory cycle, bank and cash cycle and the investment and finance cycle.

The purpose of this module also covers risk management, the steps in the completion of the audit, audit reporting, auditing in a computer environment, the statutory requirements of the Companies Act and the Close Corporations Act, the detail principles of corporate governance and the audit of group companies.

**OUTCOMES**

Students should be able to:

- understand the risk management process;
- design or identify controls necessary in each of the business cycles;
- identify controls weaknesses in a given scenario for each of the business cycles and provide recommendations for improvements;
- describe tests of controls relevant to each of the business cycles and apply these to practical situations;
- describe substantive procedures relevant to the accounting in each of the business cycles and apply these to practical situations;
- understand how to complete the audit including the going concern concept and events after reporting period end;
- identify different types of audit reports, as well as the situations and events that will lead to the issuance of each type of audit report;
- explain how the use of computers for data processing can affect the internal controls of an organisation;
- identify the audit implications of computer systems;
- classify and explain controls in a computer system;
- propose new and analyse existing application controls in systems;
- propose new and analyse existing general controls in systems;
• test computer controls and propose actions to correct weaknesses;
• apply the use of computer assisted audit techniques;
• describe the methods used by the auditor in auditing in a computerised environment and apply these principles to practical situations;
• explain the statutory requirements of the Companies Act and Close Corporations Act and apply these rules in practical situations;
• identify contraventions of the Companies Act and Close Corporations Act;
• explain the principles of corporate governance and apply these principles in practical situations;
• demonstrate an understanding of sustainability, how it affects businesses operations and decision making and the auditor’s involvement therein;
• identify the risks specific to auditing of groups; and
• describe the audit procedures relevant to the audit of group companies.

Auditing 31 (AUD1CP3)
ONLINE MODULE
NQF LEVEL 7
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to introduce students to business activities and controls in the business cycles and addresses the method for auditing in these business cycles. Detail focus will be placed on risks, internal controls and audit procedures that are applicable to the cycles of a business. The cycles that are addressed are: Revenue and receipt cycle, purchase and payment cycle, payroll cycle, production and inventory cycle, bank and cash cycle and the investment and finance cycle.

Furthermore, the purpose of this module is to introduce students to the computer environment with a focus on computer assisted audit techniques. The module will also focus on general and application controls.

OUTCOMES
Students should be able to:
• Design or identify controls necessary in each of the business cycles;
• Identify controls weaknesses in a given scenario for each of the business cycles and provide recommendations for improvements;
• Describe tests of controls relevant to each of the business cycles;
• Describe substantive audit procedures relevant to the accounting in each of the business cycles;
• Design or identify controls necessary in each of the business cycles;
• Explain how the use of computers for data processing can affect the internal controls of an organisation;
• Identify the audit implications of computer systems;
• Propose new and analyse existing application controls in systems;
• Propose new and analyse existing general controls in systems;
• Test computer controls and propose actions to correct weaknesses;
• Apply the use of computer assisted audit techniques; and
• Describe the methods used by the auditor in auditing in a computerised environment and apply these principles to practical situations.
Auditing 32
ONLINE MODULE
NQF LEVEL 7
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to introduce students to business activities and controls in the business cycles and addresses the method for auditing in these business cycles. Detail focus will be place on risks, internal controls and audit procedures that are applicable to the cycles of a business. The cycles that are addressed are: Revenue and receipt cycle, purchase and payment cycle, payroll cycle, production and inventory cycle, bank and cash cycle and the investment and finance cycle.

Furthermore, the purpose of this module is to introduce students to the computer environment with a focus on computer assisted audit techniques. The module will also focus on general and application controls.

OUTCOMES
Students should be able to:
• Identify and explain the principles and compliance of the International Federations of Accountants("IFAC");
• Describe and discuss the principles of assurance and review;
• Demonstrate how the auditor obtains and accepts audit engagements,
• Obtains an understanding of the entity and its environment;
• Assesses the risk of material misstatement (whether arising from fraud or other irregularities) and plans an audit of financial statements;
• Describe and evaluate internal controls, techniques and audit tests, including IT systems to identify and communicate control risks and their potential consequences, making appropriate recommendations;
• Identify and describe the work and evidence obtained by the auditor and others required to meet the objectives of audit engagements and the application of the International Standards on Auditing; and
• Explain how consideration of subsequent events and the going concern principle can inform the conclusions from audit work and are reflected in different types of audit report, written representations and the final review and report.

CBE.269 BUSINESS INFORMATION SYSTEMS

Business Information Systems 2A*
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 8

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to cover the basic computer Skills required by professional people in the financial world.

OUTCOMES
Students should be able to:
- perform file maintenance with the operating system;
- develop and modify electronic presentations, documents, spread sheets and databases;
- process basic transactions in an accounting information system; and
- use the Internet and electronic mail.

* Students are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for Business Information Systems 2A (BIS22A2). On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for BIS22A2 and will therefore be granted a credit for the module.

If a student wishes to write the RPL assessment, (s)he needs to register for both BIS22A2 (the academic module) as well as for BIS21A2 (the RPL assessment). On passing the RPL assessment (BIS21A2) the student will be granted a credit for BIS22A2. If a student fails the RPL exam (BIS21A2) (s)he will be remain registered for BIS22A2. No fee is attached to the RPL assessment (BIS21A2). If a student passes the RPL assessment (s)he will be exempted from the module BIS2AA2. Also note that a fail on the RPL exam (BIS21A2) will be reflected as such on the student’s academic transcript.

Business Information Systems 2B (BIS22B2)

SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 5
NQF CREDITS: 8

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce information systems in the South African business environment and to introduce an accounting software package, data interrogation tools and audit software.

OUTCOMES
Students should be able to:
- use the computer logically as a business tool in an accounting software environment in order to create, set up and prepare a set of accounting records and financial statements correctly;
- apply information technology correctly in an accounting environment;
- prepare and manage financial records correctly;
- prepare general ledger accounts accurately;
- prepare and manage master file detail regarding customers, suppliers and inventory correctly;
- manage customers and supplier processing correctly;
- prepare and manage cash book entries accurately;
- prepare a bank reconciliation correctly;
- prepare ledger balances and control accounts correctly;
• prepare and manage draft trial balance, income statement and balance sheet correctly;
• use discuss and interpret logically results from data interrogation and audit engagement software;
• clearly define, correctly identify and explain an understanding of information systems, the role of information systems in business, the features and operations of commonly used information technology hardware and software;
• clearly define, correctly identify and explain the concepts of data processing, the concepts of computers systems and data communication, the role of information systems in business, and describing of management of information systems; and
• clearly define, correctly identify and explain the process of developing new information systems, information systems risks and information systems controls.

CBE.270 BUSINESS MANAGEMENT

Business Management 1A (BMA11A1 or BM1ACP1)
SEMESTER MODULE (BMA11A1) ONLINE MODULE (BM1ACP1)
NQF LEVEL 5 NQF CREDITS: 12

CALCULATION CRITERIA FOR BMA11A1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR BM1ACP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to introduce students to the main themes and concepts of Business Management, the business environment and its interactive sub-environments. Furthermore students will be provided with a global overview of general management as a management function and prepare them for challenges in the South African business environment. This module is designed to provide the student with intellectual competencies, practical skills and an understanding of management based on historical and modern approaches as well as the management tasks, namely planning, organising, leading and control.

OUTCOMES
Students should be able to:
• Explain the role of business in society, considering the needs and resources of the community, the main economic systems;
• Identify and explain the internal and external business environment and the interaction between an organisation and its environment;
• Introduce and elaborate corporate citizenship;
• Identify and describe management activities;
• Explain introductory entrepreneurship and the different types of entrepreneur; and
• Identify and explain the four primary management tasks.
**Business Management 1B**

**(BMA21B1 or BM1BCP1)**

**SEMESTER MODULE (BMA21B1)**

**ONLINE MODULE (BM1BCP1)**

**NQF LEVEL 5**

**NQF CREDITS: 12**

**CALCULATION CRITERIA FOR MODULE BMA21B1**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**CALCULATION CRITERIA FOR MODULE BM1BCP1**

Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

**PURPOSE**

The purpose of this module is to develop the students’ fundamental theoretical and academic knowledge to provide them with an overview of management functions and prepare them for challenges in the South African business environment. This module will also develop the student with fundamental academic knowledge, intellectual competencies, and practical skills on how to apply the functional areas of a business.

**OUTCOMES**

Students should be able to:

- Discuss and explain the eight different management functions:
  - Finance
  - Human Resource Management
  - Information
  - Marketing
  - Logistics
  - Operations
  - Purchasing
  - External Communication and Public relations; and
- Distinguish between the primary and secondary functions of Business Management.

**Business Management 2A**

**(BMA12A2 or BM2ACP2)**

**SEMESTER MODULE (BMA12A2)**

**ONLINE MODULE (BM2ACP2)**

**NQF LEVEL 6**

**NQF CREDITS: 16**

**CALCULATION CRITERIA FOR BMA12A2**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**CALCULATION CRITERIA FOR BM2ACP2**

Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

**PURPOSE**

The purpose of the module is to develop an understanding of the inter-relationship between the various management functions in an organisation through the interpretation and application of theory, standards and principles.
OUTCOMES
Students should be able to:
- discuss in detail three business functions:
  - Marketing
  - Logistics
  - Human Resource Management; and
- identify and elaborate on the interaction that exists between these three business management functions.

**Business Management 2B**
**SEMESTER MODULE (BMA22B2)**
**ONLINE MODULE (BM2BCP2)**
**NQF LEVEL 6**
**NQF CREDITS: 16**

**CALCULATION CRITERIA FOR BMA22B2**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**CALCULATION CRITERIA FOR BM2BCP2**
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

**PURPOSE**
The purpose of the module is to develop an understanding of the inter-relationship between the various management functions in an organisation through the interpretation and application of theory, standards and principles.

**OUTCOMES**
Students should be able to:
- discuss in detail three business functions:
  - Finance
  - Information Systems
  - Operations Management, and
- identify and elaborate on the interaction that exists between these three business management functions.

**Business Management 3A**
**SEMESTER MODULES (BMA13A3/BMA3A01)**
**ONLINE MODULE (BM3ACP3)**
**NQF LEVEL 7**
**NQF CREDITS: 16**

**CALCULATION CRITERIA FOR BMA13A3/BMA3A01**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**CALCULATION CRITERIA FOR BM3ACP3**
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%
PURPOSE
The purpose of this module is to provide the student with knowledge, interpretation, analysis and an understanding of strategic management as a long-term management process focusing on the strategic management planning process considering the organisational vision and mission; all the internal and external inputs; the formulation, interpretation and application of the appropriate strategies, and the implementation and institutionalisation of the selected strategies.

OUTCOMES
Students should be able to:
- appraise the term ‘strategic management’, within the corporate context and compare the different types of strategic philosophies
- explain the essential phases or steps involved in the strategic process,
- reflect upon the challenges globalisation has brought about when considering strategy
- reflect upon the ramifications of different strategic direction decisions that organisations have to choose between, and
- identify and compare specific types of business strategies and motivate the main guidelines or considerations dictating its deployment.

Business Management 3B (BMA23B3 or BM3BCP3)
SEMESTER MODULE (BMA23B3) ONLINE MODULE (BM3BCP3)
NQF LEVEL 7 NQF CREDITS: 16

CALCULATION CRITERIA FOR BMA23B3
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR BM3BCP3
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to provide the student with knowledge, interpretation and an understanding of dynamic management issues. This module will further appropriate understanding of decolonisation and Africanisation as well as in depth understanding of risk management.

OUTCOMES
Students should be able to:
- Identify and debate entrepreneurship and business innovation in the Africa context;
- Explore and engage in a discourse and discussion on decolonisation and Africanisation;
- Identify and argue sustainability as a dynamic management issue; and
- Recognise risk management as a dynamic management issue.
CBE.271 BUSINESS STUDIES

Business Studies 2A
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to identify opportunities through the use of creativity and innovation for a new or existing venture and be able to analyse the feasibility of different ideas, and turn it into a business plan. The OUTCOMES will include the know-how of the cognitive processes enhances Creativity and Innovation, identification and screening different business opportunities for selection, enhance competitiveness and the construction of a business plan.

OUTCOMES
Students should be able to:
- express the meaning and importance of entrepreneurship,
- assess a variety of entrepreneurial opportunities in acquiring a small business, start-up, family business, franchising and a buyout
- interpret the theories and principles involved in developing business plans; and
- value various functional aspects involved in starting managing and growing a small business

Business Studies 2B
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to develop the students’ fundamental theoretical academic knowledge on how to gather, integrate and disseminate information which can be used to provide them with an insight into Contemporary Management Aspects. This will include a thorough understanding of Change Management and the effect thereof. Creativity and Innovation will prepare the student for an entrepreneurial impact and prepare them for challenges in the South African business environment in a multicultural context. Furthermore, this module will also develop the student with fundamental academic knowledge, intellectual competencies, and practical skills on how to apply and disseminate Risk Management and introduce Globalisation and the International Markets.

OUTCOMES
Students should be able to:
- distinguish between the various forms of intellectual property.
- identify and explain terms relating to risk
- identify and explain terms relating to risk management.
• identify and explain terms relating to the risk management process.
• definition of global business and globalization
• trends in the internationalisation of business
• growth in global business and foreign investment
• emerging markets
• international trade theories
• South Africa’s road to globalisation
• the concept of economic integration
• the EU and SA trade relationship
• implications of regional trade blocs and trade agreements for South African businesses; and
• general implications of the formation of regional trade blocs for South Africa

Business Studies 3A  (BMX3A01/BMX13A3)
SEMESTER MODULE
NQF LEVEL: 7  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with intellectual and practical competencies of Advanced General Management concepts. The purpose of this module is to provide the students with knowledge, ability to interpret, practical skills and an understanding of additional management tasks and General Management aspects and issues, including decision-making, worker motivation, organisational communication, managing change, culture, innovation, diversity as well as planning techniques and modern organising practices.

Further this module will provide the students with knowledge, interpretation, analysis and an understanding of strategic management as a long-term management process focusing on the strategic management planning process considering the organisational vision and mission; all the internal and external inputs; the formulation, interpretation and application of the appropriate strategies, and the implementation and institutionalisation of the selected strategies.

OUTCOMES
Students should be able to:
• identify the various management tasks and the relations between primary and secondary management tasks
• identify and explain the modern organisational structuring activities
• identify and analyse the interrelationship of the fundamental management tasks as well as the supportive management tasks
• identify and compare the different types and philosophies concerning strategic management and motivate the consideration dictating its deployment
• select an appropriate comprehensive corporate strategic management framework
• explain how strategy is implemented and evaluated in a business
Business Studies 3B  
SEMESTER MODULE  
NQF LEVEL: 7  
NQF CREDITS: 16

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE  
The purpose of the module is to develop academic students who can demonstrate a focused knowledge base, theory, interpretation, and practical skills of international management by remembering, understanding, applying and analysing the unique concepts of international management in terms of a global business environment.

OUTCOMES  
Students should be able to:  
• evaluate the impact of globalisation on international business,  
• identify and analyse the determinants of economic development,  
• debate the implications of differences in cultures of nations and societies for international organisations,  
• debate the implications of international trade theories for international organisations,  
• describe the implications of trade barriers for international business,  
• explain the impact of foreign direct investment (FDI) in the world economy,  
• discuss the political and economic case for regional economic integration,  
• explain the foreign exchange market and analyse the scope of the International Monetary System,  
• discuss the strategy of international business,  
• discuss the elements of organisational architecture, and  
• identify and discuss the various entry strategies

CBE.272 CASE STUDY

Case Study 31  
ONLINE MODULE  
NQF LEVEL 7  
NQF CREDITS: 15

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 0%  
Full Period Mark Weight – 100%  
Examination Mark Weight – 0%

PURPOSE  
The purpose of this module is to assess the combined knowledge and learning outcomes across all disciplines covered by the pre-requisite modules in an integrated manner through simulated case studies. This module also enables students to demonstrate their familiarity with the context and interrelationships of outcomes covered in the pre-requisite modules. Furthermore this modules develops the skills required by students to identify, gather, integrate and disseminate information which can be used to solve cross-functional problems similar to those that will be experienced in the workplace.
OUTCOMES
Students should be able to:

- Solve simulated case-study based problems similar to those faced by accountants through:
  - analysing the problem;
  - assessing the relevance of information within a context;
  - applying the knowledge gained from pre-requisite modules;
  - discussing the problem; and
  - proposing possible solutions.

Case Study 32 (CST2CP3)
ONLINE MODULE
NQF LEVEL 7
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to assess the combined knowledge and learning outcomes across all disciplines covered by the pre-requisite modules in an integrated manner through simulated case studies. This module also enables students to demonstrate their familiarity with the context and interrelationships of outcomes covered in the pre-requisite modules. Furthermore, this module develops the skills required by students to identify, gather, integrate and disseminate information which can be used to solve cross-functional problems similar to those that will be experienced in the workplace.

OUTCOMES
Students should be able to:

- Solve simulated case-study based problems similar to those faced by accountants through:
  - analysing the problem;
  - assessing the relevance of information within a context;
  - applying the knowledge gained from pre-requisite modules;
  - discussing the problem; and
  - proposing possible solutions.

CBE.273 COMMERCE

Commerce 100 (COM100)
YEAR MODULE
NQF LEVEL 5
NQF CREDITS: 24

This module is presented to students who are studying towards the Chartered Accountancy qualification.

CALCULATION CRITERIA
A student needs a cumulative year mark of 40% to gain entrance to the last assessment opportunity in November. The year mark and last assessment mark weight is 60:40. A student needs a last assessment opportunity (exam) mark of at least 40% and a final
mark of 50% to pass a module. When a supplementary assessment is written, the year mark contributes to the final mark, and the latter is capped at 50%.

PURPOSE
The purpose of this module is to provide the student with intellectual competencies, practical skills and an understanding of General Management based on historical and modern approaches as well as the management tasks, namely planning, organizing, leading and controlling. Furthermore the purpose of this module is to develop the students’ fundamental theoretical academic knowledge on how to gather, integrate and disseminate information which can be used to provide them with a global overview of management functions and prepare them for challenges in the South African business environment in a multicultural context. This module will also develop the student with fundamental academic knowledge, intellectual competencies, and practical skills on how to apply and disseminate Marketing Management, Operational Management, Information Management, Financial Management, Human Resource Management and External Communications which can be used in functional management. Finally every student will be faced with the challenges associated with starting a business, choosing an organisational structure suitable to the environment, solving the various problems that a typical business will encounter as it grows and establishes itself within a South African business context, identifying the functions and tasks of management. This will be done in a case study as part of the lecturing and assessment of the subject.

OUTCOMES
Students should be able to:
- explain the role of business in society, considering the needs and resources of the community, the main economic systems and the nature of business;
- identify and explain the internal and external business environment and the interaction between an organisation and its environment;
- define and explain the entrepreneurial process, the characteristics of an entrepreneur, the difference between an entrepreneurial venture and a small business and the phases of growth in a business;
- explain the importance of Business Ethics and analyse the relevant aspects to be considered in developing ethical behaviour and a code of ethical conduct in an organisation;
- analyse the Skills, roles and characteristics of managers as important role players in establishing effective and efficient business practice;
- identify and explain planning, organizing, leading and controlling as primary management tasks;
- explain the role of the Marketing function within the organisation;
- explain the term market segmentation and the bases which can be used to segment the market as well as explaining the terms positioning and targeting;
- explain the product and pricing strategies that organisations can use;
- explain the distribution and marketing communication strategies used by organisations in reaching the consumer;
- comment on the developments within the field of marketing such as services’ marketing and relationship marketing;
- explain financial management as a management function focusing on investment and financing decisions;
- explain the contribution of external communications as a management function in a large organisation as an essential interaction with all the stakeholders;
- describe the managerial implication and aspects relevant to e-management and managing an e-business;
- describe the role of human resource management in organisations, and discuss the contribution that human resource management makes to the management of the organisation;
- explain how the functions of job analysis and job design contribute to the successful recruitment of people to fill vacant positions in an organisation; and
- explain how selection is done in organisations in such a manner that the requirements of relevant legislation is met, and that the right candidate is appointed to vacant positions so that the organisation can deliver products and services to its customers.

CBE.274 COMMERCIAL COMPUTER SYSTEMS

Commercial Computer Systems* (CCS22B2/KRS2001)

SEMESTER MODULE
NEW NQF LEVEL /OLD NQF LEVEL 5

NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to teach students to explain basic computer concepts used in a business and accounting environment. Perform basic computer tasks required in a business an accounting environment. Perform advanced computer tasks required in a general accounting environment using the applications and functionalities of Microsoft Windows and Microsoft Office Professional.

OUTCOMES
Students should be able to:
- perform file maintenance using the operating system;
- develop and modify electronic presentations, documents, spreadsheets and databases;
- process basic transactions in an accounting information systems; and
- use the Internet and electronic email.

* Students are allowed to write a ‘Recognition of prior learning (RPL)’ assessment for Commercial Computer Systems. On passing this RPL assessment the student would have proved that (s)he has the required expertise needed for the module and will therefore be granted a credit for the module.

If a student wishes to write the RPL assessment (s)he needs to register for both the academic module as well as the relevant RPL assessment. On passing the RPL assessment (s)he will be granted a credit for the academic module. If a student fails the RPL assessment, (s)he will remain registered for the academic module. No fee is attached to the RPL assessment. If a student passes the RPL assessment (s)he will be exempted from the module. Also note that a fail on the RPL assessment will be reflected as such on the student’s academic transcript.

CBE.275 CONSUMER BEHAVIOUR

Consumer Behaviour (MMK12A2)

SEMESTER MODULE
NQF LEVEL 6

NQF CREDITS: 14

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to focus on the influence of consumer and/or organisational behaviour on the development and implementation of marketing strategies. Students should develop intellectual competencies and practical skills in the scope and nature of consumer and/or organisational behaviour and the implications thereof.

OUTCOMES
Students should be able to:
- apply the principles of consumer and/or organisational behaviour to solve problems in scenarios and case studies and reflect on the applications made;
- discuss the importance of consumer behaviour and explain how consumer behaviour fits into the marketing process;
- explain in details the various external factors that influence consumer behaviour;
- discuss the internal variables that affect how consumers behave;
- explain how consumers make decisions in an attempt to solve problems;
- compare and differentiate between consumer decision making and organisation decision making; and
- explain how marketing regulations affects consumer behaviour.

CBE.276 COST AND MANAGEMENT ACCOUNTING

Cost and Management Accounting 2B  
(CMA02B2)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6  
NEW NQF/OLD NQF CREDITS 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is to provide students with a comprehensive introduction to cost and management accounting theory and practice by equipping them with an understanding of the different cost accounting terminology, cost components and cost classifications; the skill to use various methods and techniques to accurately cost and record the value of inventory for financial- and cost accounting purposes; the skill to measure relevant costs for short-term decision-making purposes; and the ability to generate analyses and evaluate budgets needed for the control of present and projected performance and the competency to use these together with different costing systems to evaluate actual performance.

OUTCOMES
Students should be able to:
- describe the role of cost accounting, management accounting and financial accounting in a business environment;
- explain cost terminology, classify costs and compute total cost;
- calculate, analyse and evaluate material and labour cost as part of manufacturing cost;
- explain cost assignment, calculate and apply overhead rates using appropriate bases;
• prepare a manufacturing cost statement;
• evaluate and apply job costing as a costing method;
• calculate the value of a cost object using activity based costing (ABC) and discuss how ABC compares with traditional marginal and absorption costing methods, including its relative advantages and disadvantages as a system of cost accounting;
• differentiate between variable and absorption costing, prepare statements of comprehensive income under both methods, compare profits and explain the differences;
• separate cost into their fixed and variable components and use these in terms of break-even analysis;
• apply and analyse concepts of cost and revenue relevant to short-term pricing and product decisions;
• explain the purpose of standard costing, apply standard costing methods within a marginal costing system and prepare a reconciliation of budgeted to actual profits; and
• prepare budgets based on forecasts and discuss developments to improving the budgeting process.

Cost and Management Accounting 3A  (CMA03A3)
SEMESTER MODULE
NEW NQF LEVEL 7/ OLD NQF LEVEL 6 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with advanced competencies in applying cost and management accounting theory and practice by equipping them with the skill to apply different costing systems; to measure relevant costs for short-term decision-making purposes; and the ability to generate analyses and evaluate budgets needed for the control of present and projected performance and the competency to use these together with different costing systems to evaluate actual performance.

OUTCOMES
Students should be able to:
• explain cost terminology, classify costs, compute manufacturing and total cost and apply job costing as a costing method;
• perform and evaluate process costing as a costing method;
• differentiate between joint- and by-products and cost both by applying different joint cost allocation methods;
• measure costs and revenues for a range of decisions and use break-even analysis as a decision-making tool;
• explain, compute and apply linear programming;
• analyse information to assess the impact on decisions of variables with uncertain values;
• apply standard costing methods within an absorption costing system and prepare a reconciliation of budgeted to actual profits;
• evaluate performance using budgets, recognising alternative approaches and sensitivity to variable factors, and discuss the broader managerial issues arising from the use of budgets in control; and
• discuss various approaches that fall within the area of strategic cost management and describe contributions that have been made to the development of strategic management accounting.

CBE.277 CULTURAL TOURISM

Cultural Tourism 1A (CLT1AA1)

SEMESTER MODULE
NQF LEVEL: 5
CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to unpack culture as a phenomenon and the main element of tourism as part of a globalised world. A student who has completed Cultural Tourism 1A module will have acquired the necessary knowledge about the role of various tangible and intangible elements of culture in informing the main types of cultural tourism.

OUTCOMES
Students should be able to:
• Demonstrate an understanding the phenomenon of culture;
• Differentiate between the main stages in the evolution of cultural tourism;
• Describe the influence of globalisation on culture;
• Differentiate between main forms of cultural tourism;
• Compare the main constituting elements of two approaches to conceptualizing cultural tourism; and
• Distinguish between cultural resources, cultural attractions and cultural destinations in cultural tourism.

Cultural Tourism 1B (CLT1BB1)

SEMESTER MODULE
NQF LEVEL: 5
CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to present an overview of the cultural attraction selection process and their transformation into consumable cultural products. A student who has completed the Cultural Tourism 1B module will have acquired the necessary knowledge about the principles of transforming various elements of culture and heritage into sustainable cultural attractions and competitive South African cultural tourism products for different types of cultural tourists.
OUTCOMES
Students should be able to:
- Explain the cultural attraction selection process;
- Recognise the role of heritage as a basis for the process of cultural attraction diversification;
- Identify the main principles of cultural tourism product development and the main types of South African cultural tourism products developments in selected case studies;
- Categorize the main types of demand for cultural tourism; and
- Outline the main attributes of popularity of cultural attractions.

**Cultural Tourism 2A**
(CLT2AA2)

**SEMESTER MODULE**

**NQF LEVEL:** 6

**CREDITS:** 12

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to unpack the main principles of interpretation and presentation of cultural heritage in tourism. A student who has completed Cultural Tourism 2A module will have acquired the necessary knowledge about the application of interpretation and presentation on various types of cultural heritage (i.e. urban and rural) with special emphasis on community-based cultural heritage tourism development.

**OUTCOMES**

Students should be able to:
- Understand the role of interpretation and presentation in cultural heritage tourism;
- Understand the role and elements of community interpretative program;
- Apply the main principles and forms of community-based cultural tourism developments; and
- Evaluate the role of tour guides in interpretation of cultural heritage.

**Cultural Tourism 2B**
(CLT2BB2)

**SEMESTER MODULE**

**NQF LEVEL:** 6

**CREDITS:** 12

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to investigate the prevailing types of cultural heritage tourism developments in Africa and South Africa. A student who has completed Cultural Tourism 2B module will have acquired the necessary knowledge about the main types of cultural tourism developments in Africa and South Africa and the role of authenticity in cultural product development and consumption of new cultural tourist experiences.
OUTCOMES
Students should be able to:
- Understand the main principles of township (slum) tourism development in Africa and South Africa;
- Identify a difference between cultural route developments in urban and rural environments in Africa and South Africa;
- Apprehend the principles of cultural village development in Africa and South Africa;
- Outline the main characteristics of political cultural heritage development in South Africa; and
- Understand the importance of authenticity for cultural tourism.

CBE.278 DEVELOPMENT SOFTWARE
Development Software 1A (DEV1A01)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 24

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the students to the fundamental concepts and models of application development so that they can understand the key processes related to building functioning applications and appreciate the complexity of application development. Students will learn the basic concepts of program design, data structures, programming, problem solving, programming logic, and fundamental design techniques for event-driven programs. Program development will incorporate the program development life cycle: gathering requirements, designing a solution, implementing a solution in a programming language, and testing the completed application.

OUTCOMES
- Students should be able to:
- Use primitive data types and data structures offered by the development environment;
- Choose an appropriate data structure for modelling a simple problem;
- Understand key programming concepts;
- Write applications that relate to a specific domain;
- Design, implement, test, and debug a program that uses each of the following fundamental programming constructs: basic computation, simple I/O, standard conditional and iterative structures, and the definition of functions;
- Test applications with sample data; and
- Apply core program control structures.

Development Software 1B (DEV1B01)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 24

CALCULATION CRITERIA
The purpose of this module is to introduce the students to the fundamental concepts and models of application development so that they can understand the key processes related to building functioning applications and get grounded in tools used for applications development. Students will learn the key concepts of program design, data structures, programming, problem solving, programming logic, and fundamental design techniques for event-driven programs. Program development will incorporate the program development life-cycle: gathering requirements, designing a solution, implementing a solution in a programming language, and testing the completed application.

OUTCOMES
Students should be able to:
- Students will be competent in a programming language;
- Use primitive data types and data structures offered by the development environment;
- Choose an appropriate data structure for modelling a simple problem;
- Understand key programming concepts;
- Write applications that relate to a specific domain;
- Design, implement, test, and debug a program that uses each of the following fundamental programming constructs: computation, I/O, standard conditional and iterative structures and the definition of functions;
- Test applications with sample data; and
- Apply core program control structures.

Development Software 2A (DEV2A01)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 24

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

The purpose of this module is to apply the theoretical aspects of database modelling in regard to Entity Relationship Modelling and the Normalisation of databases.

OUTCOMES
Students should be able to:
- analyse and compare different database models,
- develop an effective and efficient database solution for business problems,
- demonstrate the interaction between an ERD and the normalisation of databases,
- generate and criticize an ERD based on the supplied business rules,
- show how SDLC contributes to development of the database life cycle (DBLC).
- describe transaction management and concurrency control,
- review basic database performance-tuning concepts,
• analyse a DDBMS review how the implementation of a database is affected by the
different levels of data and process distribution,
• examine how transactions are managed in a distributed database environment,
• know how a data warehouse is implemented, and
• distinguish between the different database connectivity technologies and know the
database administrator’s managerial and technical roles in a database environment.

**Development Software 2B**

**SEMESTER MODULE**

**DEV2B01**

**NQF LEVEL: 6**

**NQF CREDITS: 24**

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%

Full Period Mark Weight – 50%

Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to provide an introduction to IT infrastructure issues. It
covers topics related to both computer and systems architecture and communication
networks, with an overall focus on the services and capabilities that IT infrastructure
solutions enable in an organisational context. It gives the students the knowledge and
Skills that they need for communicating effectively with professionals whose special focus
is on hardware and systems software technology and for designing organisational
processes and software solutions that require in-depth understanding of the IT
infrastructure capabilities and limitations. It also prepares the students for organisational
roles that require interaction with external vendors of IT infrastructure components and
solutions. The course focuses strongly on Internet-based solutions, computer and
network security, business continuity, and the role of infrastructure in regulatory
compliance.

**OUTCOMES**

Students should be able to:

• Understand key principles of data representation and manipulation in computing
  solutions.
• Understand the principles underlying layered systems architectures and their
  application to both computers and networks.
• Understand the differences and similarities between the core elements of an IT
  infrastructure solution, such as clients, servers, network devices, wired and wireless
  network links, systems software, and specialized security devices.
• Understand how IT infrastructure components are organized into infrastructure
  solutions in different organisational environments.
• Understand the principles underlying service virtualization.
• Understand through practical examples how protocols are used to enable
  communication between computing devices connected to each other.
• Configure an IT infrastructure solution for a small organization, including a network
  based on standard technology components, servers, security devices, and several
  different types of computing clients.
• Apply the core concepts underlying IP networks to solve simple network design
  problems, including IP sub-netting.
• Understand the role and structure of the Internet as an IT infrastructure component and design simple infrastructure solutions based on the use of the Internet.
• Understand the components and structure of a large-scale organisational IT infrastructure solution at a level that allows them to use it effectively.
• Understand the role of IT control and service management frameworks in managing a large-scale organisational IT infrastructure solution.
• Negotiate with vendors providing design and implementation solutions.
• Understand the opportunities that virtual computing service provision models, such as cloud computing, create for organisations.
• Analyse and understand the security and business continuity implications of IT infrastructure design solutions.
• Configure simple infrastructure security solutions; and
• Minimize the environmental and resource consumption impacts of IT infrastructure decisions

CBE.279 DIGITAL MARKETING

Digital Marketing (MMK3C13)
SEMESTER MODULE
NQF LEVEL: 7 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce students to the theory and practice of digital marketing tools, techniques, processes and Skills to develop an integrated digital marketing plan, as well as to evaluate practical digital marketing strategies. Students will gain knowledge about the digital marketing fundamentals, the digital platforms, channels and digital mix elements available to the digital marketer.

OUTCOMES
Students should be able to:
• Critically evaluate digital marketing elements
• Develop a well devised integrated digital marketing plan
• Critique the major digital marketing platforms, channels and mix elements
• Evaluate practical digital marketing strategies
• Analyse / Interrogate (different) new developing digital marketing technologies
CBE.280 ECONOMETRICS

Econometrics 2A  
(ECM02A2)  
SEMESTER MODULE  
NEW NQF/OLD NQF LEVEL 6  
NQF CREDITS: 16

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE  
The purpose of this module is to provide a comprehensive introduction to the principles of probability theory and mathematical statistics, which underpin statistical analysis in the field of economics and business science. Students who complete this module will have acquired the necessary background to achieve a mature and enduring understanding of statistical methods of inference and will be well equipped to embrace further studies in econometrics.

OUTCOMES  
Students should be able to:  
• apply descriptive statistics to a set of data;  
• describe the classical, empirical, and subjective approaches to probability;  
• distinguish between a discrete variable and continuous variable;  
• understand the concepts of continuous random variables and probability distributions;  
• explain and construct sampling distributions;  
• distinguish between and calculate point estimation and interval estimation;  
• understand statistical inference and hypothesis testing;  
• understand and apply the analysis of variance approach to hypothesis testing;  
• describe the concepts of linear regression, multiple regression and correlation analysis;  
• calculate and interpret linear and multiple regressions to given sets of data with the use of Excel; and  
• calculate and interpret the coefficient of correlation for given sets of data with the use of Excel.

Econometrics 2B  
(ECM02B2)  
SEMESTER MODULE  
NEW NQF/OLD NQF LEVEL 6  
NQF CREDITS: 16

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE  
The purpose of this module is to build on the content covered in Econometrics 2A (ECM02A2) in the first semester. It gives students a proper foundation in probability theory and mathematical statistics with direct applications in the various fields of Economics and Econometrics. The module will cover distribution theory by focusing on multivariate probability distributions, moments, generating functions and multivariate sampling distributions. Statistical inference discussed in Econometrics 2A will be expanded on and the students will be introduced to non-parametric statistics and Bayesian inferences.
OUTCOMES
Students should be able to:

- understand conditional probability and independence of events for discrete and continuous random variables;
- explain the moments and generating functions;
- understand the difference between relative efficiency, consistency and minimum-variance (unbiased) estimation;
- distinguish between the method of Maximum Likelihood and Method of Moments;
- distinguish nonparametric tests; the Sign test, the Wilcoxon signed, Rank test and Run test;
- explain Bayesian Inferences; and
- understand and apply basic matrix algebra.

**Econometrics 3A**

**SEMESTER MODULE**

**NEW NQF LEVEL 7 / OLD NQF LEVEL 6**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to expose students to more advanced econometrics, which is the basis of complex econometric model building and forecasting in the field of econometrics. This module covers the methodology of econometric research namely the econometric model-building process. This includes the properties of an econometric model, correlation and regression analysis. The purpose of applied econometrics is to apply regression analysis to various economic variables and to specify a model for forecasting. This module covers an analysis of econometric problems and second orders tests namely heteroscedasticity, autocorrelation and multicollinearity.

**OUTCOMES**

Students should be able to:

- understand concepts of advanced econometrics;
- understand, apply and interpret single- and multiple regressions;
- test hypothesis using multiple regressions;
- do forecasts using multiple regression models, with the practical application of E-views (a leading econometrics package) and Excel;
- add a dummy variable to a model;
- identify and rectify multicollinearity, autocorrelation and heteroscedasticity problems;
- specify and test an econometric model according to the various tests with the practical use of E-views (a leading econometrics package); and
- understand plagiarism and the consequences thereof.

**Econometrics 3B**

**SEMESTER MODULE**

**NEW NQF LEVEL 7 / OLD NQF LEVEL 6**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to extend basic regression analysis covered in Econometrics 3A (ECM03B3) by introducing the student to some key econometric techniques encountered in empirical work. Such techniques include how to deal with qualitative response variables, non-linear models, and simultaneous equation systems. The module will introduce the student to concepts involved in the rapidly expanding branch of time series econometrics. Students who complete this module will have acquired the necessary background and knowledge to undertake practical applications of econometric techniques learnt and will be well equipped to further studies in econometrics.

OUTCOMES
Students should be able to:
- construct and apply non-linear regression models;
- identify and apply qualitative response regression models;
- debate the role of time or lags in economics and estimate dynamic models;
- understand and estimate simultaneous equation models;
- determine and identify stationarity of a time series; and
- understand and apply basic co-integration analysis.

CBE.281 ECONOMICS

Economics 1A (ECO01A1/EKN1A01)
SEASONAL MODULE
NEW NQF/OLD NQF LEVEL 5 NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce students to basic introductory economic concepts and basic micro-economics.

OUTCOMES
Students should be able to:
- assess the relationship between economics and the economy fully;
- identify the different factor characteristics of the economy correctly;
- illustrate and discuss a basic model of the economy comprehensively;
- provide a critical discussion, evaluation and application of the various important principles and concepts that relate to the importance of well-functioned institutions in an economy;
- derive and apply demand and supply as a model for determining the prices of goods and services comprehensively;
- examine in what manner price and income sensitivity impacts on the revenue position of the firm correctly;
- derive, graphically illustrate and assess comprehensively the short run production function of an individual firm and indicate the effect on production of technological development;
- illustrate graphically and assess cost efficiency of the firm in the short and long run correctly;
- determine price and output equilibrium in a perfect competitive environment fully; and
• determine price and output equilibrium in an imperfect competitive environment comprehensively.

**Economics 1B**

**SEMESTER MODULE**

**NEW NQF/OLD NQF LEVEL 5**

**ECO01B1/EKN1B01**

**NQF CREDITS: 12**

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to introduce students to basic macro-economy theory, concepts and issues.

**OUTCOMES**

Students should be able to:

• discuss and analyse business cycles and their macro-economic implications fully;
• examine how different methods are used to measure economic progress fully;
• define, discuss and evaluate the role of money and interest rates in the economy correctly;
• discuss and assess international economics and international finance comprehensively;
• derive and explain fully the total expenditure model;
• derive, discuss and apply the aggregate demand and aggregate supply model comprehensively;
• discuss the economics of development correctly;
• discuss the impact of HIC/AIDS on economic growth and development of a nation, especially for South Africa; and
• discuss and analyse the most important economic issues in South Africa comprehensively.

**Economics 100**

**YEAR MODULE**

**NEW NQF/OLD NQF LEVEL 5**

**ECO100**

**NEW NQF/ OLD NQF CREDITS: 24**

This module is presented to students who are studying towards the Chartered Accountancy qualification.

**CALCULATION CRITERIA**

A student needs a cumulative year mark of 40% to gain entrance to the last assessment opportunity in November. The year mark and last assessment mark weight is 60:40. A student needs a last assessment opportunity (exam) mark of at least 40% and a final mark of 50% to pass a module. When a supplementary assessment is written, the year mark contributes to the final mark, and the latter is capped at 50%.

**PURPOSE**

The purpose of this module is to empower students to firstly understand the macroeconomic environment of the economy and secondly to be able to determine possible impacts of economic and other exogenous variables (or events) on the South African economy.
OUTCOMES
Students should be able to:

- fully discuss the different basic concepts in the field of economics;
- correctly identify the different factor characteristics of the economy;
- comprehensively illustrate and discuss a basic model of the economy;
- fully examine how different methods are used to measure economic progress;
- comprehensively derive and apply demand and supply curves;
- correctly examine in what manner elasticity (in terms of price, disposable income and interest rates) impacts on economic aggregates and economic policy;
- fully discuss and analyse business cycles and their macroeconomic implications;
- provide a critical discussion, evaluation and application of the various important principles and concepts that relates to the importance of well-functioned institutions in an economy;
- correctly define, discuss and evaluate the role of money and interest rates in the economy;
- comprehensively discuss and assess international economics and international finance;
- fully derive and explain the total expenditure model of an economy;
- comprehensively derive, discuss and apply the aggregate demand and aggregate supply model;
- correctly discuss the economics of development;
- comprehensively discuss and analyse economic issues such as inflation, unemployment, poverty and growth in South Africa;
- discuss and evaluate the impact of fiscal policy on the South African economy;
- discuss and evaluate the important linkage between the monetary & real sectors of the economy;
- discuss and evaluate the impact of foreign sector movements on macroeconomic stability;
- comprehensively discuss competition policy in South Africa; and
- comprehensively discuss the applicable aspects of the “Green Economy”.

Economics 11
ONLINE MODULE
NQF LEVEL 5

(ECO1CP1)

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is to introduce students to economics by providing a broad perspective on the fundamental principles of economics and the influences on an economy.

OUTCOMES
Students should be able to:

- Demonstrate a sound understanding of micro and macro-economics;
- Interpret the relationship between economics and the economy fully;
- Illustrate demand and supply as a model for determining the prices of goods and services comprehensively;
- Explain the determination of prices by market forces;
- Examine in what manner price and income sensitivity impacts on revenue;
• Interpret price and output equilibrium in a perfect and an imperfect competitive environment fully;
• Comprehend fully the total expenditure model;
• Examine the role of money and interest rates in the economy correctly;
• Identify the factors affecting the trade of a country with the rest of the world and its impact on business; and
• Explain the functions of the main financial markets and institutions in facilitating commerce and development.

Economics 2A (ECO2AA2)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to prepare students intellectually for the challenges in a changing global and national economic framework by acquiring Skills in the acquisition, analysis, interpretation and application of knowledge relating to intermediate macroeconomic topics, concepts and issues.

OUTCOMES
Students should be able to:
• critically explain the objectives of macroeconomic policy and the measurement techniques of development in South Africa;
• apply, logically and consistently, the Keynesian Model I, within a simple closed economy with consumers, producers and the government;
• analyse fiscal policy and the role of the state with the use of appropriate theory and actual South African information;
• apply, logically and consistently the Keynesian model II, within a simple closed economy by focusing on financial institutions, money and interest rates;
• analyse critically the concept of Monetary policy and the functions of the Reserve Bank in South Africa;
• formulate the complete Keynesian model with a foreign sector, balance and payments, exchange rate and capital flows using relevant theory; and
• construct an aggregate macro-model with aggregate demand and aggregate supply curves, under conditions of an inflationary economy.

Economics 2B (ECO2BB2)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce students to the world of more advanced micro-economic topics, concepts and issues.
OUTCOMES
Students should be able to:
• explain fully and illustrate graphically the impact of price, income, preference changes and advertising strategy to consumer behaviour;
• discuss critically, evaluate, illustrate and calculate all relevant aspects that pertain to factor market conditions, game theory as a strategic tool for solving decision-making problems, risk analysis in managerial decision-making, oligopoly behaviour and the shareholder-management model for decision-making;
• explain fully and illustrate graphically allocation efficiency, productive efficiency and the theory of the second best; and
• explain correctly, graphically illustrate and calculate price and output levels for relevant pricing practices.

Economics 2C
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to develop students to be able to demonstrate a well-rounded knowledge and understanding of, and an ability to critically evaluate and compare the views and economic thought of the major economic philosophers.

OUTCOMES
Students should be able to:
• critically evaluate the main contributions to economic thought by the various philosophers of the classical period including Adam Smith, Malthus, Ricardo, Owen, Mills, Marx, Keynes, and Schumpeter;
• discuss the major tenets of the post classical schools of economics against their historical background including the Keynesians and Post Keynesians, Monetarists, New Classicism (including the Chicago School), Mathematical and Institutional, Welfare and Development School;
• discuss important concepts developed by the post classical schools of economics;
• discuss and compare views and debates and construct criticism around some of the schools of economic thought; and
• discuss and compare views and debates and construct criticism around some of the schools of economic thought and interpret alternative economic thought within the context of decolonisation of knowledge.

Economics 2D
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to introduce students to the aspects of economic indicators and the analyses of economic data.

OUTCOMES
Students should be able to:
- analyse critically the performance of the South African economy theoretically and in terms of the different components of various economic indicators;
- evaluate the performance of the South African economy coherently in terms of various economic indicators;
- define and discuss the analyses of economic data by using basic econometric techniques; and
- interpret economic regression models with the use of econometric techniques.

Economics 2E (ECO2EB2)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce students to the dynamics and importance of development economics; develop a well-rounded knowledge of issues relevant to developing countries; and develop an understanding of problems that is experienced in developing countries. Students should be in a suitable position to use the information gained in this course to critically evaluate and create policy options. In addition, the module will introduce and instil in students concepts around justice, democracy, diversity, right, responsibility and Ubuntu (human dignity) in the context of citizenship.

OUTCOMES
Students should be able to:
- analyse, from a theoretical perspective, the meaning and definition of development;
- demonstrate knowledge of the classical theories of development and the contemporary models of development;
- analyse the issues of poverty and inequality, urbanisation and migration within developing countries, education and health issues, the environment and development, trade policy and globalisation, foreign aid and the role of government;
- synthesise the various issues within the subject of economic development as to objectively identify and constructively challenge theoretical and practical problems that become obvious to the student as the student’s awareness about development issues matures;
- evaluate the topical and relevant concepts of development;
- show an understanding of both their own identity and the nature of society and have an understanding of how to navigate the complex relationship of the rights and responsibilities that exist between their own identity and the nature of society; and
- use and apply citizenship knowledge and discuss the relationship between citizenship and national identity.
**Economics 2F**
*SEMESTER MODULE*
NEW NQF/OLD NQF LEVEL 6  
NQF CREDITS: 16

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**
The purpose of this module is to cover the most important elements of labour economics. The module will deal with the structure of labour markets as well as the determinants of the supply of and demand for labour. In addition the module will cover specific topics that have implications for labour policy, such as the existence of labour shortages, the impact of the minimum wage on employment, the effect of tax policy on labour supply and demand, the impact of investment in education and training, the impact of welfare policy on labour markets, the effect of international trade on labour demand, worker mobility, pay and productivity, the labour effects of outsourcing, the role of trade unions, unemployment, and income inequality.

**OUTCOME**
Students should be able to:
- explain and discuss the determinants of the supply and demand for labour;
- critically discuss the effects of a minimum wage on employment;
- discuss the effects of welfare policy on labour supply and demand; and
- use the knowledge and Skills obtained through the module to explain the dynamics of the labour market in the South African economy; and
- engage in meaningful research activity as well as identify and discuss plagiarism and its consequences in the context of publications, business and professional practice.

**Economics 3A**
*SEMESTER MODULE*
NEW NQF LEVEL 7/ OLD NQF LEVEL 6  
NQF CREDITS: 16

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**
The purpose of this module is to give undergraduate students a systematic knowledge of the important theories of international economics (with an emphasis on international trade, but also international investment and international migration) and the application of these theories to an African context with the aid of economic models and well-structured arguments.

**OUTCOMES**
Students should be able to:
- explain fully how the study of international economics is approached and the value it adds to the understanding of the economy and economic development;
- apply effectively the tools of analysis used in international economics to argue the case of free international trade;
- determine accurately the most beneficial pattern of trade between countries with the aid of the basic theories of international economics;
Economics 3B
(SEMESTER MODULE)
NEW NQF LEVEL 7/ OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to develop students able to demonstrate a coherent critical understanding of the role of money in the economy and what the role of money in the economy means for monetary policy in South Africa.

OUTCOMES
Students should be able to:
• analyse critically the concepts relating to money and foreign exchange in context;
• use the different theories and related models with regards to determination of interest rate in an analysis;
• use the different theories and related models with regards to the determination of exchange rate in an analysis; and
• evaluate clearly the implications of the orthodox and non-orthodox models for the execution of monetary policy.

Economics 3C
(SEMESTER MODULE)
NEW NQF LEVEL 7/ OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with a critical understanding of financial economics, its applications and various related micro- and macroeconomic concepts. The module will also explain the effects of uncertainty on the global capital market.

OUTCOMES
Students should be able to:
• anticipate correctly how international trade and movements in exchange rates will affect a country's performance in regards to the five macroeconomic objectives;
• examine how trade policy can be used to facilitate economic development in developing countries,
• estimate the most likely consequences of the global process of economic integration;
• assess the effects of different kinds of foreign capital flows to developing host economies;
• analyse how migration affects source and destination countries and the appropriate policy response to these effects; and
• judge the likely direction of globalisation given current events in the global economy; and
• engage in meaningful research activity as well as identify and discuss plagiarism and its consequences in the context of publications, business and professional practice.
• evaluate critically the nature and macroeconomic relevance of financial markets under conditions of uncertainty;
• apply, logically and consistently, the concept of financial instability and underlying factors to conditions on the global financial market;
• evaluate fully, with the use of relevant microeconomic principles, the behaviour of investors in financial markets under conditions of uncertainty;
• evaluate fully, with the use of relevant theory and practical examples, the role of international financial institutions and alternative measures in addressing uncertainty and financial instability; and
• analyse the nature and consequences of speculative behaviour, and policy responses with the use of appropriate theory and actual case studies.

Economics 3D  (ECO3DB3)
SEMESTER MODULE
NEW NQF LEVEL 7/ OLD NQF LEVEL 6  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to cover the most important elements of public economics. One of the goals is to understand the background, philosophy and the principles underlying local economic development in order to promote economic development, create employment opportunities, reduce poverty and improve service delivery to local communities. The module will establish why, and how, governments intervene in markets to address problems associated with externalities. In addition the module will focus on taxation and state expenditure policies to assist in explaining the role of the government in the economy through fiscal policy.

OUTCOME
Students should be able to:
• display a broad knowledge of the main fiscal tools used in public economics;
• define local economic development, identify the goals, objectives and advantages of LED;
• understand the basics of local economic development and the different development activities and strategies;
• apply the knowledge and understanding gained in LED context;
• evaluate the importance of LED within a particular local government;
• understand the role of the government in addressing problems that arise from externalities;
• discuss the various aspects of fiscal policy in South Africa;
• explain the reasons for the growth of government expenditure and changes in the incidence of taxation;
• analyse the substitution and income effects of taxation; and
• discuss the concepts of efficiency and equity in distribution policy.
CBE.282 ENTERPRISE DEVELOPMENT

Enterprise Development  
(SEMESTER MODULE)  
NQF LEVEL: 7  
CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce students to the distinctive process of entrepreneurship. The module will clarify underpinning theoretical concepts with practical application examples.

OUTCOMES
Students should be able to:
- Conceptualise entrepreneurship;
- Demonstrate and understanding of the importance of management principles in running a business;
- Explore South African public private partnership (PPP) enterprise opportunities; and
- Review the challenges of cross border business growth.

CBE.283 ENTREPRENEURSHIP

Entrepreneurship 2A  
(SEMESTER MODULE)  
NQF LEVEL: 6  
CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to develop intellectual competencies and practical skills in the acquisition, analysis, interpretation and application of the underlying theories, models and approaches to the concept of entrepreneurship and entrepreneurial management, creativity, innovation and innovation strategies. To equip students with the knowledge that will enable them to critical reflect on these concepts within the field of this discipline.

OUTCOMES
Students should be able to:
- Reflect on the different underlying theories regarding entrepreneurship and intrapreneurship,
- Know the economic value of an entrepreneurial mind-set,
- Know the characteristics of entrepreneurial behaviour,
- Reflect on the entrepreneurial process,
- Show the impact of entrepreneurial behaviour and its dimensions within a given business context and the impact it has on business performance,
• Know the concepts creativity, and innovation and the importance thereof in a business environment,
• Know the various creative techniques and how to develop innovative capability,
• Demonstrate knowledge on technological innovation and its drivers in terms of its impact and effects on society, and
• Know the dynamics of innovation

Entrepreneurship 2B
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to develop intellectual competencies and practical skills in the acquisition, analysis, interpretation and application of the underlying theories, models and approaches to: identify and reclaim business opportunities and ideas, risk decision making, viability issues, formulating business plans, market analysis, capacity building and logistics, as well as with regard to the importance of corporate entrepreneurship as a key ingredient for organisational success and its implications for management processes, decisions, structure, culture and strategy.

OUTCOMES
Students should be able to:
• identify and discuss the business strategy formulation, implementation and control process,
• identify and analyse the window of opportunity, and demonstrate how to gain commitment,
• closing the window of opportunity,
• the impact of risk decision taking and the dimensions of business growth,
• critically evaluate models and approaches to entrepreneurship within the corporate context,
• synthesize the relationship between/among control, entrepreneurial activity and human resource management,
• demonstrate how to develop an organisation’s entrepreneurial culture,
• show how to plan and measure an organisation’s entrepreneurial activity, and
• examine and indicate how to implement corrective action in order to build and or to sustain organisational entrepreneurial behaviour

Entrepreneurship 3A
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to develop intellectual competencies and practical skills in the acquisition, analysis, interpretation and application of the underlying theories, models and approaches regarding the entrepreneurial oriented organisation with the purpose of sustaining and growing such a business in the SMME and corporate context.

OUTCOMES
Students should be able to:
- know the concepts entrepreneurial orientation,
- know how to develop management strategies for the entrepreneurial organisation,
- have knowledge on how to develop and sustain a business using entrepreneurial behaviour within an existing organisation,
- know the factors that contribute to business failure, and
- identify and recommend different growth methods and strategies.

**Entrepreneurship 3B**
(ETS23B3)
SEMMER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to expose students to entrepreneurial activities. It further enhances the student to successfully launch and grow his or her own venture. Additionally the module will equip students to think conceptually and critically about the role of the individual in developing entrepreneurial practices in various occupational contexts. The module will expose the student to a variety of potential opportunities with the aim to develop a business plan under selected mentorship within a business environment.

OUTCOMES
Students should be able to:
- understand the knowledge gained during the first two years of study at a high cognitive level,
- understand and develop an organisation towards an entrepreneurial orientation that will lead to improved business performance,
- critical evaluate current academic debates on entrepreneurship as well as research evidence on the application of this and other closely related concepts, such as “intrapreneurship” and “entrepreneurial leadership”,
- draw up a business plan, and
- understanding the importance of entrepreneurship as a tool for promoting growth within an organisation.

**CBE.284 ETHICAL FOUNDATION TO COMMERCE**

**Ethical Foundations of Commerce 11**
(EFC1CP1)
ONLINE MODULE
NQF LEVEL 5
NQF CREDITS: 15

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with the skills needed to effectively manage ethical or moral dilemmas encountered in the workplace and the business environment. This module also integrates communication, presentation and business acumen skills needed by a student to excel in the corporate environment.

OUTCOMES
Students should be able to:
• Explain ethical dimensions of business in the context of cultural diversity;
• Use ethical decision making strategies;
• Discuss large-scale socio-economic ethical issues relevant to business and professional practice;
• Apply knowledge of managing the ethical dimension in organisations;
• Identify the purpose, structure and contents of selected codes of ethics;
• Effectively apply pervasive skills required to successfully interact and communicate in a business and professional environment;
• Effectively communicate in writing by means of reports, memorandums and business letters and verbally by being able to give a business presentation and conduct a formal meeting;
• Apply the concepts of teamwork and effective time management through completion of the group project; and
• Identify and discuss plagiarism in the context of publications as well as ideas in business and professional practice.

Ethical Foundation to Commerce 2B (EFC02B2)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL6 NQF CREDITS: 8
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with the Skills needed to effectively manage ethical or moral dilemmas encountered in the workplace and the business environment. This module also integrates communication, presentation and business acumen Skills needed by a student to excel in the corporate environment.

OUTCOMES
Students should be able to:
• discuss the concept of citizenship;
• explain ethical dimensions of business in the context of cultural diversity;
• use ethical decision making strategies;
• discuss large-scale socio-economic ethical issues relevant to business and professional practice;
• identify and discuss plagiarism in the context of publications as well as ideas in business and professional practice;
• apply knowledge of managing the ethical dimension in organisations;
• discuss the nature of professionalism;
• identify the purpose, structure and contents of selected codes of ethics;
• apply knowledge of ethical issues in the accounting profession;
• effectively apply pervasive Skills required to successfully interact and communicate in a business and professional environment;
• apply the concepts of teamwork and effective time management through completion of the group project;
• apply knowledge of the principles of corporate governance and its impact on business ethics; and
• apply knowledge of sustainable business practices.

CBE.285 FINANCIAL MANAGEMENT

Financial Management 1B (FNM1B01)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with a basic, yet applicable knowledge of fundamental concepts of finance and cost accounting, and equip the student to realise where each of these concepts fit into the financial management function.

OUTCOMES
Students should be able to:
• explain and appraise the context within which the financial management function takes place;
• explain the concepts of risk and uncertainty by calculating, applying and solving issues of simple probability as well as issues of regression and correlation;
• explain the time value of money concept and perform simple and advanced calculations on single amounts, annuities, perpetuities and mixed streams of cash flows;
• understand and apply basic valuations on equity capital by performing simple calculations;
• understand and apply the concept of cost of capital by performing basic calculations;
• explain the basic capital budgeting techniques to assist in investment decisions;
• compare the roles of cost accounting, management accounting and financial accounting in a business environment;
• explain cost terminology, classify costs and compute total cost; and
• evaluate, analyse and compute material and labour cost as part of manufacturing cost.

Financial Management 11 (FNM1CP1)
ONLINE MODULE
NQF LEVEL 5
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to cover advanced computer skills required by professional people in the financial world. The purpose of this module is to ensure that all candidates are proficient and efficient in the practical application of certain key software applications.

Lastly, the purpose of this module is to provide the student with a basic, yet applicable knowledge of fundamental concepts of finance, and where each of these concepts fit into the financial management function.

OUTCOMES
Students should be able to:
- Develop and modify electronic spreadsheets in Microsoft Excel;
- Describe the sources of short-term finance;
- Describe the options of short-term cash investment that are available to an entity;
- Discuss the theory of time value of money;
- Apply the theory of time value of money to solving practical business problems;
- Discuss the theory of valuation techniques used to value equity instruments; and
- Discuss basic cost of capital techniques.

Financial Management 12 (FNM2CP1)
ONLINE MODULE
NQF LEVEL 5
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide basic computer skills required by professional people in the financial world. The purpose of this module is to ensure that all candidates are computer literate as well as proficient in the practical application of certain key software applications.

In addition, the purpose of this module is to provide the student with a basic, yet applicable knowledge of fundamental concepts of cost accounting, and where each of these concepts fit into the financial management function.

Furthermore, the purpose of this module is to give students a proper foundation in important Mathematical skills needed to pursue studies in Accounting, Business, Finance and Economics. Students are taught various topics in fundamental Algebra, Graphs, Financial Mathematics, Statistics and Calculus with direct applications in the relevant fields.

OUTCOMES
Students should be able to:
- Perform file maintenance within an operating system;
- Create and modify electronic documents in Microsoft Word;
- Use the Internet and electronic mail;
- Accurately perform basic calculations in algebra;
- Correctly apply the algebraic techniques learned to problem solving;
- Apply consistently the features of a straight line to selected problems;
- Solve and discuss economic and financial based problems by means of graphs, lines, functions and inequalities;
• Apply methodically non-linear functions to selected areas in the economic sciences;
• Describe the role of cost accounting, management accounting and financial accounting in a business environment;
• Compare and contrast the role of the management accountant and the financial accountant;
• Explain cost terminology, classify costs and compute total cost;
• Understand exponential and logarithmic functions;
• Apply concepts of percentage, rates and ratio; and
• Understand mathematical formulas and techniques in order to solve economic and financial science related problems.

Financial Management 2A  (FNM22A2)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6  NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with a basic, yet applicative knowledge of fundamental concepts of finance, and where each of these concepts fits into the financial management function.

OUTCOMES
Students should be able to:
• demonstrate his/her ability to identify the basic types of financial management decisions and relate them to the role of the financial manager;
• explain the time value of money concept and perform simple and advanced calculations on single amounts, annuities, perpetuities and mixed streams of cash flows;
• explain and perform advanced calculations of the components of working capital management including current assets and liabilities;
• analyse, calculate and interpret ratios relating to working capital management
• explain the concepts of risk and uncertainty by calculating, applying and solving issues of simple probability as well as issues of regression and correlation;
• differentiate and discuss the characteristics and workings of basic debt instruments and understand the cost of capital concept by performing advanced calculations; and
• explain the basic valuations on equity capital by performing simple calculations.

Financial Management 2A  (FNM02A2)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with a basic, yet applicative knowledge of fundamental concepts of finance, and where each of these concepts fits into the financial management function.
OUTCOMES
Students should be able to:

- demonstrate his/her ability to identify the basic types of financial management decisions and relate them to the role of the financial manager;
- explain the time value of money concept and perform simple and advanced calculations on single amounts, annuities, perpetuities and mixed streams of cash flows;
- explain and perform advanced calculations of the components of working capital management including current assets and liabilities;
- analyse, calculate and interpret ratios relating to working capital management;
- explain the concepts of risk and uncertainty by calculating, applying and solving issues of simple probability as well as issues of regression and correlation;
- differentiate and discuss the characteristics and workings of basic debt instruments and understand the cost of capital concept by performing advanced calculations; and
- explain the basic valuations on equity capital by performing simple calculations.

Financial Management 2B  
(FM02B2)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6  
NEW NQF/OLD NQF CREDITS 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is to provide students with a comprehensive introduction to cost and management accounting theory and practice by equipping them with an understanding of the different cost accounting terminology, cost components and cost classifications; the skill to use various methods and techniques to accurately cost and record the value of inventory for financial- and cost accounting purposes; the skill to measure relevant costs for short-term decision-making purposes; and the ability to generate analyses and evaluate budgets needed for the control of present and projected performance and the competency to use these together with different costing systems to evaluate actual performance.

OUTCOMES
Students should be able to:

- describe the role of cost accounting, management accounting and financial accounting in a business environment;
- explain cost terminology, classify costs and compute total cost;
- calculate, analyse and evaluate material and labour cost as part of manufacturing cost;
- explain cost assignment, calculate and apply overhead rates using appropriate bases;
- prepare a manufacturing cost statement;
- evaluate and apply job costing as a costing method;
- calculate the value of a cost object using activity based costing (ABC) and discuss how ABC compares with traditional marginal and absorption costing methods, including its relative advantages and disadvantages as a system of cost accounting;
- differentiate between variable and absorption costing, prepare statements of comprehensive income under both methods, compare profits and explain the differences;
• separate cost into their fixed and variable components and use these in terms of break-even analysis;
• apply and analyse concepts of cost and revenue relevant to short-term pricing and product decisions;
• explain the purpose of standard costing, apply standard costing methods within a marginal costing system and prepare a reconciliation of budgeted to actual profits; and
• prepare budgets based on forecasts and discuss developments to improving the budgeting process.

Financial Management 2C (FNM02C2)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with the competence, on a second year level, to understand and apply the underlying concepts of financial management, which can be integrated as part of their study of marketing management.

OUTCOMES
Students should be able to:
• describe the role of financial management in a business environment;
• explain cost terminology, classify costs and compute total cost;
• explain cost assignment, compute and apply overhead rates using appropriate bases;
• evaluate information to formulate selling prices and discuss profitability analysis;
• explain and apply the cost-volume-profit model;
• identify the relevant costs and income for different decision-making problems and list the relevant qualitative factors which impact on decision-making;
• explain and apply the components of working capital management;
• evaluate the desirability of investment proposals;
• formulate decisions under conditions of risk and uncertainty;
• discuss the concept of budgeting and prepare budgets;
• describe controls used by companies and elements of management control systems within the context of the overall control process;
• explain and apply financial performance measures, and
• analyse and interpret the performance of business entities by means of ratios.

Financial Management 200 (FMA200)
YEAR MODULE
NEW NQF/OLD NQF LEVEL 6
NQF CREDITS: 28

This module is presented to students who are studying towards the Chartered Accountancy qualification. This module is divided into two separate sections, each with a separate purpose.
CALCULATION CRITERIA
A student needs a cumulative year mark of 40% to gain entrance to the last assessment opportunity in November. The year mark and last assessment mark weight is 60:40. A student needs a last assessment opportunity (exam) mark of at least 40% and a final mark of 50% to pass a module. When a supplementary assessment is written, the year mark contributes to the final mark, and the latter is capped at 50%.

PURPOSE
The purpose of this module is to provide the student with basic to intermediate practical skills and knowledge of fundamental concepts of finance and costing, and where each of these concepts fits into the financial management function.

OUTCOMES
Students should be able to:
- demonstrate his/her ability to identify the basic types of financial management decisions and relate them to the role of the financial manager;
- explain the time value of money concept and perform calculations on single amounts, annuities, perpetuities and mixed streams of cash flows;
- explain and apply the concepts of risk and return as well as diversification;
- demonstrate an understanding of the capital structure of an entity and the implications of changing the capital structure;
- identify and evaluate and make decisions regarding the appropriate sources of long-term corporate capital;
- understand and apply cost of capital;
- explain and apply working capital management including calculations;
- evaluate the dividend policy of a company and make recommendations;
- analyse and interpret the financial statements of an entity;
- describe the role of cost accounting, management accounting and financial accounting in a business environment;
- explain cost terminology, classify costs and compute total cost;
- evaluate, analyse and compute material and labour cost as part of manufacturing cost;
- explain cost assignment, compute and apply overhead rates using appropriate bases;
- evaluate and apply job costing as a costing method;
- evaluate and apply process costing as a costing method;
- differentiate between joint- and by-products and cost of both by applying different joint cost allocation methods;
- differentiate between variable and absorption costing, prepare income statements under both methods and compare profits;
- describe the influence of changes in volume on the nature of cost and perform a cost volume profit analysis; and
- demonstrate a basic understanding of the impact of sustainability on business decision-making.
PURPOSE
The purpose of this module is to provide the student with an intermediate knowledge of fundamental concepts of finance, and where each of these concepts fit into the financial management function.

OUTCOMES
Students should be able to:
- Evaluate the working capital position of an entity;
- Discuss policies for managing level of investment in working capital;
- Discuss approaches to finance working capital;
- Analyse the short-term cash position of a company;
- Analyse trade receivables and -payables, as well as inventory ratios;
- Calculate trade receivables and -payables, as well as inventory ratios;
- Calculate cost of equity for business / incorporated entities;
- Calculate after-tax cost of debt for business / incorporated entities;
- Calculate weighted cost of capital for business / incorporated entities;
- Evaluate capital budgeting techniques;
- Apply capital budgeting techniques in order to make long term capital investment decisions;
- Discuss types and sources of long term finance for business / incorporated entities;
- Explain the concept of gearing; and
- Evaluate the leasing decision and alternative forms of financing.

Financial Management 22 (FNM2CP2)
ONLINE MODULE
NQF LEVEL 6     NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce basic costing techniques and methods. In this module students will identify and analyse cost and management accounting techniques and prepare information for decision-making purposes.

OUTCOMES
Students should be able to:
- Calculate, analyse and evaluate material and labour cost as part of manufacturing cost;
- Explain cost assignment, calculate and apply overhead rates using appropriate bases;
- Prepare a break-even analysis using simple Cost-Volume Profit calculations;
- Discuss and explain various costing methods, total quality management and the role of environmental costing in various contexts;
- Apply marginal (or variable) throughout and absorption accounting methods in respect of profit reporting and inventory valuation;
- Apply standard costing methods including the reconciliation of budgeted and actual profit margins;
- Compare and contrast activity-based costing with traditional marginal and absorption costing methods;
- Explain the advantages and disadvantages of standard costing in various sectors and its appropriateness in the contemporary business environment;
Discuss, explain and analyse budgets and its use in performance management and management control; and

Prepare a budget for any account in the master budget, based on projections/forecasts and managerial targets.

### Financial Management 3A

**Semester Module**

**New NQF Level 7/ Old NQF Level 6**

**NQF Credits: 16**

#### Calculation Criteria

Minimum Full Period Mark for Examination Admission – 40%

Full Period Mark Weight – 50%

Examination Mark Weight – 50%

#### Purpose

The purpose of this module is to provide students with advanced competencies in applying cost and management accounting theory and practice by equipping them with the skill to apply different costing systems; to measure relevant costs for short-term decision-making purposes; and the ability to generate analyses and evaluate budgets needed for the control of present and projected performance and the competency to use these together with different costing systems to evaluate actual performance.

#### Outcomes

Students should be able to:

- explain cost terminology, classify costs, compute manufacturing and total cost and apply job costing as a costing method;
- perform and evaluate process costing as a costing method;
- differentiate between joint- and by-products and cost both by applying different joint cost allocation methods;
- measure costs and revenues for a range of decisions and use break-even analysis as a decision-making tool;
- explain, compute and apply linear programming;
- analyse information to assess the impact on decisions of variables with uncertain values;
- apply standard costing methods within an absorption costing system and prepare a reconciliation of budgeted to actual profits;
- evaluate performance using budgets, recognising alternative approaches and sensitivity to variable factors, and discuss the broader managerial issues arising from the use of budgets in control; and
- discuss various approaches that fall within the area of strategic cost management and describe contributions that have been made to the development of strategic management accounting.

### Financial Management 3B

**Semester Module**

**New NQF Level 7/ Old NQF Level 6**

**NQF Credits: 16**

#### Calculation Criteria

Minimum Full Period Mark for Examination Admission – 40%

Full Period Mark Weight – 50%

Examination Mark Weight – 50%

#### Purpose

The purpose of this section is to provide qualifying graduate students with the skill to evaluate and select long-term investment options and to make decisions regarding the
financing of an enterprise and its long-term assets. They would also be provided with the Skills to value business operations using different valuation methods and financial analysis techniques.

OUTCOMES
Students should be able to:
- make long-term capital investment decisions by using different capital budgeting techniques and critically evaluate each technique;
- explain and appraise the context within which the analysis of financial statements function takes place;
- evaluate the leasing decision and alternative sources of finance;
- identify and evaluate and make decisions regarding the appropriate sources of long-term corporate capital;
- evaluate critically the dividend policy of a company and make recommendations regarding the optimum pay out and retention ratios;
- explain the role of the treasury function to manage financial risk and evaluate different techniques to hedge against these risks;
- use ratio analysis, calculate analyses and interpret a company or division’s performance;
- determine the value of business operations by applying different valuation methods and evaluate each critically; and
- explain the need for business ethics and corporate governance principles and provide recommendations for the implementation of suitable corporate governance practices for risk management purposes.

Financial Management 300 (FMA300)
YEAR MODULE
NEW NQF LEVEL 7/ OLD NQF LEVEL 6 NQF CREDITS: 34

This module is presented to students who are studying towards the Chartered Accountancy qualification. This module is divided into two separate sections, each with a separate purpose.

CALCULATION CRITERIA
A student needs a cumulative year mark of 40% to gain entrance to the last assessment opportunity in November. The year mark and last assessment mark weight is 60:40. A student needs a last assessment opportunity (exam) mark of at least 40% and a final mark of 50% to pass a module. When a supplementary assessment is written, the year mark contributes to the final mark, and the latter is capped at 50%.

SECTION A PURPOSE
The purpose of this section of the module is to provide students with the competence, on an intermediate level, to understand and apply the underlying concepts of cost accounting, i.e. the concept of advanced manufacturing environment and management accounting techniques. Detailed knowledge regarding the concepts of stock control, planning and stock management, budgeting, standard costing, performance measurement, transfer pricing and business strategy will be obtained.

OUTCOMES
Students should be able to:
- understand the theory underlying strategy;
- understand and evaluate an entity’s strategy;
- describe the influence of changes in volume on the nature of cost and perform a cost volume profit analysis;
• explain cost terminology, identify types of decisions and determine relevant costs of material and labour;
• accumulate costs of decision making, split total costs into variable and fixed portion and use the effect of learning curve in calculations on cost;
• evaluate and apply expected values to enable the application thereof in decision making;
• evaluate and apply the economic order quantity (EOQ) as an optimisation method and describe the ABC method of cost classification;
• differentiate between the different types of budgeting;
• understand and apply standard costing;
• understand and apply transfer pricing and performance evaluation; and
• demonstrate a basic understanding of the impact of sustainability on business decision-making.

SECTION B
PURPOSE
The purpose of this section is to provide qualifying graduate students with the skill to evaluate and select long-term investment options and to make decisions regarding the finance of an enterprise and its long-term assets. They would also be provided with the skills to value business operations using different valuation methods and financial analysis techniques.

OUTCOMES
Students should be able to:
• identify and evaluate and make decisions regarding the appropriate sources of long-term corporate capital;
• demonstrate an understanding of the capital structure of an entity and the implications of changing the capital structure;
• understand and apply cost of capital;
• make long-term capital investment decisions by using different capital budgeting techniques and critically evaluate each technique;
• evaluate the leasing decision and alternative sources of finance;
• determine the value of business operations by applying different valuation methods and evaluate each critically;
• analyse and interpret the financial statements of an entity;
• explain the role of the treasury function to manage financial risk and evaluate different techniques to hedge against these risks; and
• demonstrate an understanding of businesses in distress and suggest possible remedies.

Financial Management 31
ONLINE MODULE
NQF LEVEL 7

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with advanced knowledge of fundamental concepts of finance, and where each of these concepts fit into the financial management function.
OUTCOMES
Students should be able to:
• Calculate ratios relevant to and entity's profitability, financial position and performance as well as financial adaptability;
• Evaluate ratios relevant to and entity's profitability, financial position and performance as well as financial adaptability;
• Discuss the limitations of ratio analysis;
• Evaluate impact of changes in capital structure for an incorporated entity, on shareholders and other stakeholders;
• Assess the capital structure of an entity;
• Evaluate alternative methods of raising long-term debt as well as equity finance;
• Compare alternative methods of raising long-term debt as well as equity finance;
• Evaluate pay-out policies for an incorporated entity to meet the requirements of shareholders;
• Recommend appropriate dividend policies, taking into account the shareholder requirements as well as the cash requirements of the entity;
• Evaluate value of entities, both listed and non-listed, using a range of methods, taking taxation into consideration;
• Evaluate the suitability of valuation methods taking into account the context of a given scenario;
• Evaluate strategic, including taxation, implications of a proposed merger / acquisition;
• Evaluate financial, including taxation, implications of a proposed merger / acquisition;
• Evaluate alternative pricing structures and bid processes including taxation; and
• Evaluate post transaction issues.

Financial Management 32 (FNM2CP3)
ONLINE MODULE
NQF LEVEL 7
NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce advanced costing techniques and methods. In this module students will identify and analyse cost and management accounting techniques and prepare information for decision-making purposes.

OUTCOMES
Students should be able to:
• Explain and analyse the concept of relevancy for short term decision making, calculate break-even and product mix using linear programming and identify cost information that provides conflicting data;
• Explain the principles of decision making, including the identification and use of relevant cash flows and qualitative factors;
• Explain the issues that arise in pricing decisions and the conflict between ‘marginal cost’ principle, and the need for full recovery of all costs incurred;
• Analyse, discuss and apply risk assessment and decision models to deal with uncertainty in decision making;
• Explain the concepts of risk and uncertainty by calculating, applying and solving issues of simple probability;
Discuss the nature of risk and uncertainty and the attitudes to risk by decision makers;

- Analyse risk using sensitivity analysis, expected values, standard deviations and probability tables;
- Evaluate and apply methods of identifying and managing competitive cost advantages;
- Discuss and evaluate decision making in responsibility centres, behavioural consequences of performance measurement and the impact of transfer pricing in the context of an organisational structure;
- Discuss and evaluate long term decision making processes, its consequences and pricing strategies; and
- Analyse and discuss sensitivity analysis methods used to manage risk.

CBE.286 FINANCIAL PLANNING

Financial Planning 3A (FPL03A3)

SEMESTER MODULE
NEW NQF LEVEL 7/ OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the students to the concepts and working of the financial planning environment. It creates an understanding of the regulatory environment wherein the financial planner operates and focuses on the dynamics of the different products and services financial planners offer. Students acquire the necessary skills to construct a financial plan for an individual.

OUTCOMES
Students should be able to:
- apply the six-step Financial Planning process;
- explain the function of role-players in the financial services industry and apply various anti-money laundering and counter-terrorist financing legislation applicable to financial planners;
- calculate the normal tax liability and capital gains tax payable by a natural person;
- distinguish between testate and intestate succession;
- discuss the significance of matrimonial property law in financial planning; and
- conduct basic estate duty calculations and apply various estate planning techniques.

Financial Planning 3B (FPL03B3)

SEMESTER MODULE
NEW NQF LEVEL 7/ OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
The purpose of this module is to introduce the students to the concepts and working of the financial planning environment. It creates an understanding of the environment wherein the financial planner operates and focuses on the dynamics of the different areas of financial planning.

OUTCOMES

Students should be able to:

- apply provisions of the Short-Term Insurance Act and Long-Term Insurance applicable in financial planning;
- differentiate between various types of legal business entities;
- discuss and apply the different types of business insurance and the relevant implications to a client’s needs;
- construct a comprehensive estate plan for a client taking into account provisions of matrimonial property law and law of succession;
- discuss the use of trusts in financial planning; and
- apply provisions of the Medical Schemes Act applicable in financial planning and evaluate medical scheme options and benefits.

CBE.287 FOOD AND BEVERAGE STUDIES

Food and Beverage Studies 1A
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE

The purpose of this module is to introduce the student to food and beverage operations and covers food composition, nutrition properties, products, food preparation and safety. Students will prepare and cost basic recipes; compile and execute set menus as well as food production schedules.

OUTCOMES

Students should be able to:

- identify professional standards in order to carry out basic food and beverage service in restaurants;
- recognise the elements needed to cost basic recipes;
- describe operations for food production units in restaurants;
- discuss basic nutrition principles; and
- apply basic nutrition principles into planning of menus in restaurants.

Food and Beverage Studies 1B
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to introduce the student to the knowledge and skills required for food service in a restaurant environment. The module will cover all aspects of alcoholic beverages and their production, wine and food pairing and beverage service, basic food and beverage cost control. Skills will be developed in a professional restaurant environment.

OUTCOMES
Students should be able to:
- apply professional standards in order to carry out basic food and beverage service in restaurants;
- demonstrate food and wine pairing in a restaurant setting;
- incorporate proper nutrition principles into menu planning and recipes; and
- report on basic food and beverage cost control practices in a restaurant environment.

Food and Beverage Studies 2A
(FBS2AA2)
SEMMERSEODUDELL
NQF LEVEL: 6
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to design to expose student to advanced food and beverage control, legislative requirements and advanced food service skills. The student will also be exposed to recipe modification.

OUTCOMES
Students should be able to:
- study and modify a range of menu items suited to a variety of food outlets;
- develop and modify menus to cater for the nutritional demands for consumers;
- explain recipe modification for dietary and cultural needs to consumers; and
- demonstrate advanced food and beverage service in a variety of restaurants and food service outlets in terms of legislative requirements and operations.

Food and Beverage Studies 2B
(FBS2BB2)
SEMMERSEODUDELL
NQF LEVEL: 6
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to design to expose students to kitchen design and international restaurant cuisines and international wines. The latest menu trends to suit health trends and cost control in restaurant development will be covered.

OUTCOMES
Students should be able to:
• apply menu and nutritional planning for sustainable cooking in an international
  restaurant context;
• explain the impact of socio-economical perceptions on the health status of the South
  African population; and
• evaluate food and beverage service in a variety of restaurants and food service
  outlets in terms of layout and design, costing and control measures.

Food and Beverage Studies 3A (FBS3AA3)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with intermediary to advanced level
skills in event management in relation to planning of an event for food and beverage
operations.

OUTCOMES
Students should be able to:
• plan and design a large scale event focusing on improving the operational facilities
  and procedures for a food and beverage facility;
• interpret concepts of administration and production procedures for corporate
  providers of the food and beverage industry during event planning; and
• interpret evaluate contracts for corporate providers in the food and beverage industry
during event planning.

Food and Beverage Studies 3B (FBS3BB3)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with the skills to execute yield
management for food and beverage operations, focussing on integrating techniques with
information technology, management issues and marketing.

OUTCOMES
Students should be able to:
• create a function or event using sound business principles;
• implement yield management with the integration of IT and marketing; and
• evaluate the implementation of the event by using the principles of event
  management.
Governance and Control 2A (GAC02A2)

SEMESTER MODULE
NQF LEVEL 6
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce students to the basic principles of governance and risk management as well as ethical aspects governing the work performed by a professional in commerce.

OUTCOMES
Students should be able to:
• apply the principles and guidelines of the regulatory and professional bodies’ codes of conduct;
• describe and discuss the fundamental principles of a financial audit process;
• describe and discuss the principles of assurance and review;
• describe and discuss the risk management process;
• identify and explain business risks, audit risks, credit risk and market risk;
• explain how the use of computers for data processing can affect the internal controls of an organisation and the implications of computer systems in an organisation;
• describe and explain general controls in a computerised environment;
• design and implement computer controls and identify weaknesses in a computer environment and provide recommendations for improvement;
• explain the statutory requirements of the Companies Act and the Public Finance Management Act (PFMA);
• describe and explain the principles of Corporate Governance;
• describe and explain the principles of integrated sustainability reporting; and
• apply knowledge pertaining to entrepreneurial, leadership skills in case studies and practical principles.

Governance and Control 3AB (GOC3AB0)

YEAR MODULE
NEW NQF LEVEL 7/ OLD NQF LEVEL 6
NQF CREDITS: 32

CALCULATION CRITERIA
A student needs a cumulative year mark of 40% to gain entrance to the last assessment opportunity in November. The year mark and last assessment mark weight is 60:40. A student needs a last assessment opportunity (exam) mark of at least 40% and a final mark of 50% to pass a module. When a supplementary assessment is written, the year mark contributes to the final mark, and the latter is capped at 50%.

PURPOSE
The purpose of this module is to build on the knowledge gained in Governance and Control 2B. The module also covers risk management as well as the activities and controls applicable to the cycles of a business, cycle integration and Information Technology Systems (ITS). The cycles that are addressed are: revenue and receipts cycle, purchases and payment cycle, payroll cycle, production and inventory cycle, and the finance and investment cycle and the bank and cash cycle. The module also covers the statutory
requirements of the Companies Act, CC Act and the Public Finance and Management Act (PFMA), the principles of corporate governance, integrated sustainability reporting and internal auditing.

OUTCOMES
Students should be able to:
- describe, discuss and evaluate the risk management process;
- identify and evaluate business risks.
- analyse the design, implementation and monitoring of controls for each business cycle with a focus on management assertions, management control objectives, the flow of documentation and transactions;
- identify, design and propose controls necessary for each business cycle by using a control framework;
- assess a given scenario to identify control weaknesses for each of the business cycles and provide recommendations for improvement;
- understand and describe how the use of computers for data processing can affect the internal controls of an organisation and the implications of computer systems in an organisation;
- describe general and application controls in a computerised environment; and
- design and implement general and application computer controls, identify weaknesses in a computer environment and provide recommendations for improvement of the weaknesses identified;
- apply and make recommendations on the compliance of the statutory requirements of the Companies Act, CC Act and the PFMA;
- apply as well as make recommendations on the principles and compliance of the regulatory and professional bodies codes of conduct and apply the principles and guidelines to practical situations;
- assess and apply the principles of assurance and review;
- assess and apply the principles of Corporate Governance; and
- assess and apply the principles of internal auditing.

CBE.289 GOVERNANCE AND CITIZENSHIP

Governance and Citizenship (GOV2AB0)
SEMESTER MODULE
NQF LEVEL 6 NQF CREDITS: 12

This module is presented to students who are studying towards the Chartered Accountancy qualification.

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with the Skills needed to effectively manage ethical or moral dilemmas encountered in the workplace and the business environment. This module also integrates communication, presentation and business acumen Skills needed by a student to excel in the corporate environment.
OUTCOMES
Students should be able to:
• demonstrate knowledge of the ethical dimensions of business in the context of cultural diversity;
• demonstrate knowledge of the key concepts of business and professional ethics;
• use ethical decision making strategies;
• demonstrate knowledge of the philosophical foundations of ethics;
• demonstrate an understanding of large-scale socio-economic ethical issues relevant to business and professional practice;
• demonstrate an understanding of sustainability and how it affects businesses operations and decision making;
• demonstrate knowledge of managing the ethical dimension in organisations;
• demonstrate the nature of professionalism;
• understand the purpose, structure and contents of Protection of Personal Information Act;
• demonstrate knowledge of ethical issues in the accounting profession;
• effectively communicate in writing by being able to write the following: reports; memorandums, business letters;
• effectively communicate verbally by being able to give a business presentation;
• demonstrate teamwork and time management skills;
• demonstrate knowledge of corporate governance and sustainable business reporting;
• identify and discuss plagiarism in the context of publications as well as ideas in business and professional practice; and
• understand the purpose, structure and contents of the Public Finance Management Act and Municipal Finance Management Act.

CBE.290 GOVERNANCE, RISK MANAGEMENT AND CONTROL

Governance, Risk Management and Control 21 (GRM1CP2)
ONLINE MODULE
NQF LEVEL 6 NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to provide the students a strong and academically sound understanding of governance and control of organisations. The student should, after completing the module, be competent in understanding the relevant governance and control principles and apply them to given practical scenarios.

OUTCOMES
Students should be able to:
• demonstrate an understanding of the concept of audit and assurance and the functions of audit, corporate governance, including ethics and professional conduct, describing the scope and distinguishing between the functions of internal and external audit for the following:
  - corporate governance
  - external audits
internal audit and governance and the differences between external audit and internal audit

professional ethics and Code of Ethics and Conduct for the following professional bodies:

the ACCA code of ethics

the IIA code of ethics

the CIMA code of ethics

- Demonstrate an understanding of sustainability and the auditor's involvement therein;
- Demonstrate an understanding of the concept of audit and other assurance engagements;
- Demonstrate an understanding of the scope of the internal audit function, outsourcing and internal audit assignments.
- Analyse the design, implementation and monitoring of controls for each business cycle with a focus on management assertions, management control objectives, the flow of documentation and transactions for each of the business cycles;
- Identify, design and propose controls necessary for each of the business cycles by using a control framework;
- Identify control weaknesses for each of the business cycles and provide recommendations for improvement;
- Describe, discuss and evaluate the risk management process;
- Identify and evaluate business risks;
- Identify and explain internal and external risk types;
- Identify and explain enterprise risk management; and
- Demonstrate an understanding of the risk management standards.

CBE.291 HOSPITALITY FINANCIAL MANAGEMENT

Hospitality Financial Management 1A   (HFM01A1)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to enable students to be capable to understand basic hospitality accounting principles and food costing to contribute to effective decision-making and sustainability of the hospitality enterprise (foundational, practical and reflective competence).

OUTCOMES
Students should be able to:

- Identify basic principles of hospitality accounting systems to provide financial information to make economic decisions for hospitality enterprises and their different departments;
- Describe controls and accounting methods adapted for the different hospitality enterprises; and
- Explain why it is important for hospitality managers to understand the basic theory and practice of accounting in the hospitality industry.
Hospitality Financial Management 1B (HFM01B1)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to enable students to apply basic hospitality accounting principles and food costing to contribute to effective decision-making and sustainability of the hospitality enterprise (foundational, practical and reflective competence).

OUTCOMES
Students should be able to:
- identify the goal of financial management and explain why it is important for hospitality managers;
- briefly explain the interaction and role of finance within the hospitality industry;
- differentiate between and prepare various financial statements/records for various forms of business entities; and
- apply the different accounting principles applicable to the various financial statements.

Hospitality Financial Management 2A (HFM02A2)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with the skills to explain and report on higher levels of hospitality accounting principles and food costing to contribute to effective decision-making, risk management and the overall success of the hospitality enterprise (foundational, practical and reflective competence).

OUTCOMES
Students should be able to:
- apply higher level principles of accounting in order to contribute to the management and execution of basic financial functions and the contribution of financial information which is required to manage a hospitality operation effectively;
- discuss the various techniques of calculating costs in a manufacturing, retail and service environment;
- use ratio analysis of a hospitality enterprise in order to make sound financial management decisions;
- illustrate the concepts of risk and return, including the application of these concepts in the hospitality industry; and
• interpret the concept of ‘time value of money’, including the application of these concepts in the hospitality industry by performing simple calculations on single amounts, annuities, perpetuities and mixed streams of cash flows.

Hospitality Financial Management 2B  
(HFM02B2)  
SEMESTER MODULE  
NQF LEVEL:  6  
NQF CREDITS: 12

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE  
The purpose of this module is to equip students with the ability to report on accounting conventions and food costing skills in order to contribute to the decision making team in a hospitality enterprise.

OUTCOMES  
Students should be able to:  
• utilise cost-volume-profit analysis as a management tool to determine the revenue required at a predetermined level of profit;  
• interpret the purpose of effective food, beverage and labour cost controls;  
• investigate systems supported with records to establish standards and calculate actual food, beverage and labour costs;  
• develop and interpret budgets as a control and projection measure for specific operations/departments in various hospitality enterprises; and  
• interpret financial records and performance.

Hospitality Financial Management 3A  
(HFM3AA3)  
SEMESTER MODULE  
NQF LEVEL:  7  
NQF CREDITS: 12

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE  
The purpose of this module is to ensure that a student is capable of employing a range of financial management principles in their day-to-day task execution that will contribute to effective decision-making and success of a hospitality enterprise. In addition, students should also develop the skill to transfer knowledge to team members and subordinates.

OUTCOMES  
Students should be able to:  
• utilise the concept of ‘time value of money’ by performing advanced calculations on single amounts, annuities, perpetuities and mixed streams of cash flows;  
• analyse and report on the advantages and disadvantages of various financing methods;  
• apply and critically evaluate the various investment appraisal methods used to inform management in the investment decision-making process; and
• evaluate the relationship between risk, return and cost of capital, calculate the cost of capital, and evaluate its relevance to investment decision making.

**Hospitality Financial Management 3B**

SEMESTER MODULE

NQF LEVEL: 7

NQF CREDITS: 12

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to equip a student with the ability to create financial management tools to contribute to effective management and success of a hospitality enterprise.

**OUTCOMES**

Students should be able to:

• develop a cash flow projection, budget and cost-profit analysis for a hospitality enterprise
• carry out an enterprise evaluation using both accounting and market value measures on these companies in the hospitality, tourism and leisure sectors;
• describe, calculate and interpret the rate of return on different types of hospitality investment opportunities;
• evaluate and negotiate a new hospitality venture; and
• evaluate the role of financial management in corporate strategy and assess the methods used by financial managers to create value.

**CBE.292 HOSPITALITY MANAGEMENT**

**Hospitality Management 1A**

SEMESTER MODULE

NQF LEVEL: 5

NQF CREDITS: 16

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to give students an overview of business management as a science within the specific sector. Additionally it is to prepare students for managerial challenges within the hospitality business environment in a multi-cultural context. Students should be able to develop intellectual competencies and practical skills of the general management principles. Students should be able understand the business evolution.

**OUTCOMES**

Students should be able to:
• explain the theories of management which includes scientific management, general administrative theory, quantitative approach and systems approach;
• identify the management functions within the hospitality context;
• discuss the factors and challenges of the business environment that can have an impact on the hospitality industry; and
• describe the different competencies and skills that managers should practice within the hospitality industry.

**Hospitality Management 1B**

(HOM01B1)

**SEMESTER MODULE**

**NQF LEVEL: 5**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to give students an overview of human resource management within the hospitality industry. It prepares students for the challenges of working in a diverse environment. Students should be able to understand the components of job analysis and human resource planning process.

**SPECIFIC OUTCOMES**

Students should be able to:
• discuss the human resource planning process and human resource retention;
• describe the components of Human Resource development and performance management; and
• define the management of contemporary HRM aspects as one of the challenges of working with people within the hospitality environment.

**Hospitality Management 2A**

(HOM02A2)

**SEMESTER MODULE**

**NQF LEVEL: 6**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to provide students with an overall understanding of the value chain and marketing management within the hospitality industry, so that they can interpret the process from sourcing to distributing and selling of products.

**OUTCOMES**

Students should be able to:
• define marketing management as a concept;
• explain the elements of the value chain;
• explain the variables of the marketing mix within the hospitality environment;
• illustrate how market research should be applied within the hospitality environment; and
• discuss the marketing challenges experienced by marketing managers within a hospitality context.
Hospitality Management 2B  
(HOM02B2)  
SEMESTER MODULE  
NQF LEVEL: 6  
NQF CREDITS: 16  
CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%  

PURPOSE  
The purpose of this module is to introduce leadership concepts and to develop the ability to exert influence to change the attitudes or behavior of individual or groups and to examine personal attributes of leadership. Students will develop leadership qualities in order to direct and inspire workers and teams to ethically perform task-related activities.  

OUTCOMES  
Students should be able to:  
- explain the meaning and importance of exemplary leadership of work groups and teams;  
- examine different styles of leadership and leadership as an aspect of ethical behaviour  
- examine factors that influence group cohesiveness and performance;  
- evaluate the nature and main components of transformational leadership and inspirational leadership; and  
- appraise own ability to motivate and inspire individuals and teams to ethically perform task-related activities.  

Hospitality Management 3A  
(HOM03A3)  
SEMESTER MODULE  
NQF LEVEL: 7  
NQF CREDITS: 16  
CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%  

PURPOSE  
The purpose of this module is to provide students with intellectual and practical competencies of various entrepreneurial opportunities in establishing or acquiring a small business as well as managing and growing an entrepreneurial business. The student will gain knowledge, analytical and practical skills in terms of the factors that contribute to business failure and to recommend growth methods and strategies.  

OUTCOMES  
Students should be able to:  
- assess and research a variety of entrepreneurial opportunities in acquiring a small business, for example start-up, family business, franchising and buyout opportunities;  
- develop an understanding of the theories and principles involved in developing business plans;  
- describe the factors that contribute to business failure; and  
- identify and recommend different growth methods and strategies.
Hospitality Management 3B  (HOM03B3)
SEMESTER MODULE
NQF LEVEL: 7  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with the techniques to develop a business plan for a start-up business in the hospitality environment. Students should be able to work in a team with entrepreneurship students and deliver a practically executable business plan.

OUTCOMES
Students should be able to:
- investigate the feasibility of their business idea within the hospitality industry;
- develop a SWOT analysis as part of environmental scanning;
- formulate a comprehensive business plan, including sub-plans to cover aspects such as financial, marketing, product or service plan and a human resources plan; and
- defend and present the business plan to a panel of adjudicators.

CBE.293 HUMAN RESOURCE MANAGEMENT

Human Resource Management 1A  (HRM1AA1 or HRMACP1)
SEMESTER MODULE (HRM1AA1)  ONLINE MODULE (HRMACP1)
NQF LEVEL: 5  NQF CREDITS: 12

CALCULATION CRITERIA FOR HRM1AA1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR HRMACP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to understand the field, profession and practices of the Human Resources (HR) Practitioner within the context of the HR value chain: HR planning, recruitment, selection, appointment, performance management, performance development, organisational development, remuneration, employee relations, wellness, information systems and retention strategy. Explore people management best practices to align the HR value chain to the Line Manager functions ensuring fairness, accountability, responsibility and transparency. Students focus on the HR arena in the business, private and public sectors within the local, national and international marketplace.

OUTCOMES
Students should be able to:
• define Human Resource Management as a profession and field consisting of the HR value chain or functions impacted by legislation, standards, policies, procedures and practices;
• explain the interrelationships of the Human Resource Management function with other organisational functions and interrelated, multi-dimensional disciplines;
• investigate the role of professional bodies and national and international strategies in Human Resource Management;
• compare past and contemporary management theories in explaining the development and practice of Human Resource Management;
• explore the implications of business challenges and opportunities for Human Resource Management as a profession; and
• explain the roles and outputs of Human Resource Management within the context of small, medium and large organisations.

**Human Resource Management 1B**

**SEMESTER MODULE (HRM1BB1)**

**ONLINE MODULE (HRMBCP1)**

**NQF LEVEL: 6**

**NQF CREDITS: 12**

**CALCULATION CRITERIA FOR HRM1BB1**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**CALCULATION CRITERIA FOR HRMBCP1**

Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

**PURPOSE**

The purpose of this module is to empower students to practice fair, valid and reliable recruitment, selection, remuneration, rewards, appointments and orientation processes when engaging with line managers to contract the right people for the right jobs to achieve the organisational strategic goals. Ensure that legislation, policy and procedures (Conditions of Service), processes, monitoring, evaluation, effective communication, quality and records are of high standards.

**OUTCOMES**

Students should be able to:
• use flow diagrams to show the steps in the recruitment, selection, remuneration, rewards, appointments and orientation processes;
• discuss and debate the merits of how Human Resources (HR) should engage with line managers to contract the right people for the right jobs to achieve the organisational strategic goals;
• analyse the HR relevant legislation (Basic Conditions of Employment (BCE), Labour Relations Act (LRA), SDLA, EEA, Broad Based Black Economic Empowerment (BBBEE, etc.) to design HR policy and procedures or Conditions of Service with quality processes that benefit employer and employee; and
• explain how effective HR communication, maintaining high quality of service delivery, regular monitoring and evaluation and producing relevant records promote organisational strategy.
Human Resource Management 2A  
SEMESTER MODULE  
NQF LEVEL: 5  
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an understanding of how to optimally utilise and retain human resources, and how proper compensation systems, health and safety, and administration and information systems contribute towards the achievement of an enterprise’s objectives and towards the satisfaction of the needs of the modern employee.

OUTCOMES
Students should be able to:
- describe the interrelationship between the HR Provision function and the HR Utilisation, Development
- and Employment Relations functions,
- discuss pertinent issues in compensation management,
- discuss the concept of employee wellness,
- discuss health and safety issues in the workplace from a human resources perspective,
- discuss the concept of performance motivation,
- discuss the various aspects involved in the role and function of HR administration with particular; and
- emphasis on an information management system.

Human Resource Management 2A  
SEMESTER MODULE (HRM2AA2)  
ONLINE MODULE (HRMCP2)  
NQF LEVEL: 6  
NQF CREDITS: 12

CALCULATION CRITERIA FOR HRM2AA2
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR HRMCP2
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to gain skills and competencies to empower line managers to manage the performance and development of employees. Understand the HR Business Partner, HRD Practitioner and line manager roles in employee performance development and improvement within the context of established performance management and HRD theories, systems, models and frameworks. Align employee performance and development to talent management, succession planning, career paths and promotions.
OUTCOMES
Students should be able to:

- describe and critique empowerment strategies for line managers to execute the HR processes of employee performance appraisal, personal development plans, performance improvement and annual performance ratings;
- analyse the HR Business Partner, HRD Practitioner and line manager roles in employee performance development and improvement within the context of established performance management and HRD theories;
- investigate systems, models and frameworks that align employee performance and development to talent management, succession planning, career paths and promotions;
- explain the HRD Practitioner role in providing cost-effective, high quality training and skills development opportunities for employees and managers to improve and sustain high quality performance; and
- employ relevant computer software and technology to record and report on performance management, development interventions and talent pipelines.

Human Resource Management 2B                  (HRM22B2)
SEMESTER MODULE
NQF LEVEL: 5                  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an understanding of the Human Resource Development field by critically evaluating the nature, purpose and functioning of HRD in organisations. Students will be able to discuss people development processes and functions in the context of human performance improvement in organisations.

OUTCOMES
Students should be able to:

- define human resource development and critically evaluate the major purposes of HRD in organisations,
- describe a model for Human Performance Improvement (HPI),
- explain needs assessment in the training intervention process,
- discuss theories of learning and learning programme design,
- describe transfer of training,
- discuss training evaluation,
- describe various traditional training methods,
- explain the use of technology in the training field,
- discuss the various employee development approaches,
- discuss special issues in training and employee development
- discuss the education, training and development environment in South Africa, and
- discuss the future of training and development.
Human Resource Management 2B (HRM2BB2 or HRMBCP2)
SEMESTER MODULE (HRM2BB2) ONLINE MODULE (HRMBCP2)
NQF LEVEL: 6 NQF CREDITS: 12

CALCULATION CRITERIA FOR MODULE HRM2BB2
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR HRMBCP2
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is for students to learn to promote effective and efficient employee relations, wellness and safety within the workplace as per legislative requirements (BCOE; LRA; EEA; OSHA; etc.). Use multiple case studies, actual workplace observations and investigations to understand the role of collective bargaining councils, unions, peer educator programmes and risk management in maintaining and sustaining employee engagement, diversity integration and improved individual and team performance.

OUTCOMES
Students should be able to:
- best practices (BCOE; LRA; EEA; OSHA; NSDS, etc.) promote effective and efficient employee relations, wellness and safety within the workplace;
- compare multiple case studies, actual workplace observations and investigations to understand the role of collective bargaining councils, unions, peer educator programmes and risk management in employee wellness;
- design strategies to maintain and sustain employee engagement, diversity integration and improved individual and team performance; and
- discuss the management of labour disputes, grievances and employee disengagement to minimise cost to company and maximize human capital development.

Human Resource Management 3A (HRM3AA1 or HRMACP3)
SEMESTER MODULE (HRM3AA1) ONLINE MODULE (HRMACP3)
NQF LEVEL: 7 NQF CREDITS: 12

CALCULATION CRITERIA FOR MODULE HRM3AA1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR HRMACP3
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to equip students with technological skills and acumen to effectively and efficiently manage databases of employee records. Students use HR
analytics and metrics to capture, store and report on a variety of datasets within the HR value chain thereby affirming HR as a professional, strategic player in organisational development. Specialised skills and strategies are used to improve the efficiency of HR information systems (HRIS).

OUTCOMES
Students should be able to:

- Use relevant technology to effectively and efficiently manage databases of employee records;
- Apply HR analytics and metrics to capture, store and report on a variety of datasets within the HR value chain;
- Assess the role of HRIS in affirming HR as a professional, strategic player in line manager and organisational development;
- Improve on specialised IT skills, software and strategies to improve the efficiency of the HRIS function; and
- Measure and critically evaluate the return on investment (ROI) that the HR division brings into an organization.

Human Resource Management 3B (HRM3BB2 or HRMBCP3)
SEMESTER MODULE (HRM3BB2)        ONLINE MODULE (HRMBCP3)
NQF LEVEL: 7                 NQF CREDITS: 12

CALCULATION CRITERIA FOR MODULE HRM3BB2
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR HRMBCP3
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to be able to compile and submit a Portfolio of Evidence (POE) and conduct an audio-visual presentation on their evidence of EITHER the entire HR value chain OR on the specific outcomes of 3 selected modules. Evidence is in the form of observations, research, learning and data gathering during the simulated, integrated HR project AND 80 to 100 hours (2-3 WEEKS) of actual workplace job shadowing, internship, studentship, apprenticeship or other form of gaining practical, experiential learning. To graduate, students must gain “Competent” status for their team simulation + individual POE + individual presentation.

OUTCOMES
Students should be able to:

- **SIMULATED HR PROJECT:** In teams of 10, create a simulated HR environment and role play the HR value chain OR 1 specific HR function in action. The entire simulated activity will last 30 minutes. All relevant documents, forms, tools and techniques must be well researched and authentic and presented for assessment. This simulated project involves an integration of the specific outcomes for all HRM modules in this qualification. The team simulation project will be assessed and evaluated by a panel of industrial and academic HR experts.
• **Work Integrated Learning (WIL) PROJECT**: Undertake 80 to 100 hours (2-3 \(2\rightarrow\) WEEKS) of actual workplace job shadowing, internship, studentship, apprenticeship or other form of gaining practical, experiential learning. The organisational acceptance or agreement to your WIL project must be authenticated by a Director or Executive of the organization.

• **POE ASSESSMENT**: compile and submit a POE (Portfolio of Evidence) of EITHER the entire HR value chain OR on the specific outcomes of 3 selected modules. Evidence is in the form of observations, research, learning and data gathering during the simulated, integrated HR project; and

• **AUDIO-VISUAL PRESENTATION**: conduct a 3 minute individual audio-visual presentation on your evidence gathered and presented in your POE. This presentation must reveal your understanding of the integration of the specific outcomes for all HRM modules in this qualification. Your presentation will be assessed and evaluated by a panel of industrial and academic HR experts.

**Human Resource Management 3C**
(HRM3CA1 or HRMCCP3)

**SEMESTER MODULE (HRM3CA1)**
**ONLINE MODULE (HRMCCP3)**
**NQF LEVEL: 7**
**NQF CREDITS: 16**

**CALCULATION CRITERIA FOR MODULE HRM3CA1**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**CALCULATION CRITERIA FOR HRMCCP3**
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

**PURPOSE**
The purpose of this module is to provide students with an understanding of rewards management in an organisational and international context and provides students with the knowledge and understanding of environments in which reward professionals plan, implement and evaluate employee reward policies to support strategic organisational goals. Students will acquire both theoretical and normative understanding of the diverse approaches to reward management. Students will be able to critically reflect on the strengths and limitations of rewards in promoting individual and organisational performance in a fair, reasonable and equitable way.

**OUTCOMES**
Students should be able to:
- Apply the principles of individual and organisational performance
- Implement reward strategies and compensation policies
- Develop appropriate reward strategies and compensation policies; and
- Implement reward strategies

**Human Resource Management 3D**
(HRM3DB2 or HRMDCP3)

**SEMESTER MODULE (HRM3DB2)**
**ONLINE MODULE (HRMDCP3)**
**NQF LEVEL: 7**
**NQF CREDITS: 16**

**CALCULATION CRITERIA FOR HRM3DB2**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR HRMDCP3
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to explore business alignment of the Human Resource Management (HRM) function by investigating the concepts of strategic HRM, HR risk management and HR measurement. Students will learn how HR strategy is derived from and aligned to organisational objectives, analysing internal and external environmental factors. Students will also appreciate how various people-related risks can impact organisational objectives. They will be exposed to how governance and compliance frameworks are used to identify and manage HR risks in different business environments. The different measurement approaches, methodologies, tools and metrics used to assess the effectiveness and efficiency of the HRM function will also be critically reflected upon.

OUTCOMES
Students should be able to:
- Deconstruct HR strategies to determine their role in achieving specific organisational objectives;
- Detect and address various positive and negative HR risks;
- Determine methodologies and metrics to measure the activities of HR; and
- Report on various HR activities in the form of an HR scorecard.

CBE.294 INDUSTRIAL PSYCHOLOGY

Industrial Psychology 1AA (IPS11A1 or IPAACP1 and IPABCP1)
SEMESTER MODULE (IPS11A1) NQF LEVEL: 5
ONLINE MODULES (IPAACP1 and IPABCP1) NQF CREDITS: 8 EACH
NQF CREDITS: 16

CALCULATION CRITERIA FOR IPS11A1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR IPAACP1 and IPABCP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to provide students with an introduction to the field of Industrial Psychology. It provides a basic knowledge and understanding of industrial psychology concepts as related to the biological basis of behaviour, research methodology, human development, learning, perception, cognition, motivation, attitude and values, personality, attraction and affiliation, group behaviour, and social processes for development. Students need to identify, describe and distinguish concepts and theories applicable to the scientific field of Industrial Psychology, acquiring a basic understanding of the nature of problems experienced in organisations.
OUTCOMES
Students should be able to:

- define, describe and explain industrial psychology,
- identify and discuss the different schools of psychology,
- describe and discuss the developments of industrial psychology,
- identify and describe the steps in the research process, considering possible errors, ethical principles and social issues,
- identify and discuss the biological basis for behaviour and illustrate the application of such knowledge to job design,
- define and explain all necessary aspects of human development, learning, perception, cognition, motivation, attitudes and values and its relevance and application in the workplace,
- define and explain the relevance of interpersonal attraction and affiliation and group behaviour in the workplace,
- define and discuss personality and the different methods of personality assessment considering its relevance and importance in the work environment, and
- describe, discuss and explain the social processes in an organisation and how their various components interact.

Industrial Psychology 1B (IPS21B1 or IPBACP2 and IPBBCP2)
SEMESTER MODULE (IPS21B1) ONLINE MODULES (IPBACP2 and IPBBCP2)
NQF LEVEL: 5 NQF CREDITS: 16

CALCULATION CRITERIA FOR IPS21B1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR IPBACP2 and IPBBCP2
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is firstly to provide students with an introduction to the field of Industrial Psychology. It provides a basic knowledge and understanding of the multi-dimensional nature of ergonomics, as well as the different applicable fields that contribute to the knowledge base of ergonomics. Students need to identify, describe and apply theoretical knowledge and concepts related to ergonomics in order to establish an effective, safe and healthy human-machine interface.

The second purpose of this module is to provide students with basic knowledge and understanding of the scientific literature regarding consumer psychology. Students need to identify, describe and contextualise theoretical knowledge and concepts related to consumer psychology in order to understand its basic nature and practical implications.

The above allow for the basic awareness and understanding of the contributions of Industrial Psychology in the establishment of effective human-machine system interactions as well as consumer behaviour within the broader society.

OUTCOMES
Students should be able to:
• define ergonomics,
• describe the historical development of ergonomics as well as the focus and objectives of ergonomics,
• discuss the role of the ergonomist, apply the advantages of ergonomics and apply ergonomics to specific user populations,
• know the basics regarding human abilities and limitations that can influence human reliability in systems operation,
• define and explain consumer psychology,
• describe the establishment of consumer psychology as a sub-discipline of industrial psychology and indicate its strategic applications,
• describe the intra-psychic domain of consumer behaviour and to explain how marketers go about influencing consumers’ behaviour in order to stimulate buying behaviour,
• describe the mechanism of the consumer decision-making process,
• describe the organismic processes of consumption,
• contextualise the contemporary consumer.

Industrial Psychology 2A (IPS12A2 or IP2ACP2)
SEMESTER MODULE (IPS12A2) ONLINE MODULE (IPACP2)
NQF LEVEL: 6 NQF CREDITS: 16

CALCULATION CRITERIA FOR IPS12A2
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR IP2ACP2
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to provide students with an introduction to study the field of Organisation Behaviour. Students are equipped with the intellectual competencies for acquiring and understanding knowledge about behaviour on an individual, group and organisational level. Students need to identify, describe, distinguish, apply and analyse concepts and theories related to the scientific field of organisational psychology, allowing a thorough understanding of the nature of problems experienced within organisations and options for addressing these problems.

OUTCOMES
Students should be able to:
• describe and explain organisation psychology,
• differentiate between various frames of reference applicable to studying behaviour in organisations,
• demonstrate concepts and theories related to behaviour in organisations on individual, group/team and organisational level,
• examine the importance of organisational learning and renewal,
• analyse, examine and discuss the importance of leadership, strategy and organisational culture as the primary transformational variables in the organisational context,
analyse and discuss the importance of organisational culture and dynamics of culture in high-performing organisations,

- examine and discuss theoretical foundations of organisational change and development,
- critically assess emerging trends in organising human activity and behaviour in view of available organisational theory and design perspectives,
- analyse, examine and discuss the importance of power, conflict, communication and decision-making within group structures and critically analyse their effects on the organisation.

**Industrial Psychology 2B**

**SEMESTER MODULE (IPS22B2)**

NQF LEVEL: 6

**ONLINE MODULE (IP2BCP2)**

NQF CREDITS: 16

**CALCULATION CRITERIA FOR IPS22B2**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**CALCULATION CRITERIA FOR IP2BCP2**

Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

**PURPOSE**
The purpose of this module is to introduce students to research methods and psychological assessment in industrial psychology.

**OUTCOMES**
Students should be able to:
- describe and explain the role of research in the profession and science of industrial psychology;
- discuss and evaluate different strategies of research;
- know and understand the steps to follow when undertaking research in behavioural sciences, andIndustrial Psychology, in particular;
- explain and understand psychological assessment and its purposes, within the multicultural South African context;
- describe and understand different types of assessment;
- describe and understand the particular current issues in psychological assessment; and
- describe and understand the process of psychological assessment.

**Industrial Psychology 3A**

**SEMESTER MODULE (IPS13A3)**

NQF LEVEL: 7

**ONLINE MODULE (IP3ACP3)**

NQF CREDITS: 16

**CALCULATION CRITERIA FOR MODULE IPS13A3**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**CALCULATION CRITERIA FOR IP3ACP3**

Minimum Full Period Mark for Examination Admission – 0%
PURPOSE
The purpose of this module is to provide students with the ability to understand and describe the field of Personnel Psychology. Core aspects of the course include research methods in Personnel Psychology, the changing nature of work, standards of effective personnel decision-making, psychological assessments in recruitment and selection, and aspects of fairness in the South African labour and legislative context.

The next part will provide students with the ability to understand and describe the field of Career Psychology. Academic content related to individual career-planning processes, life and career phases, contemporary career issues, the integration of career management principles with HR systems, and industrial mental health is covered.

OUTCOMES
Students should be able to:
- outline the academic field of personnel psychology,
- develop a clear understanding of all the related research methods that are employed in the field of personnel psychology,
- examine all the key constructs, theories and strategies from the academic field of personnel psychology,
- analyse the applicability of theory to hypothetical questions within the applied field of study,
- draw conclusions and use these to formulate appropriate solutions and actions to address the theory-related issues raised in the group discussions, practical exercises and case studies,
- develop an appreciation of the complexities related to the making of sound personnel decisions, specifically within the South African labour context,
- develop a number of cross-field learning objectives,
- conceptualise the academic field of career psychology,
- comprehend all the key constructs, theories and strategies from the academic field of study,
- make inferences concerning the applicability of theory to hypothetical questions within the applied field of study,
- draw conclusions and use these to formulate appropriate solutions and actions to address the theory-related issues raised in the group discussions, practical exercises and case studies,
- develop an appreciation of the complexities related to the making of sound career decisions, specifically within the South African labour context,
- develop and understand the links between career psychology and HR career management,
- develop and understand the complexities of contemporary career issues,
- formulate an overview the field of industrial mental health and its practical applications, and
- develop a number of cross-field learning objectives.

**Industrial Psychology 3B**
**SEMESTER MODULE (IPS23B3)**
**NQF LEVEL: 7**

**IPS23B3 or IP3BCP3**
**ONLINE MODULE (IP3BCP3)**
**NQF CREDITS: 16**
CALCULATION CRITERIA FOR MODULE IPS23B3
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR IP3BCP3
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to provide students with the intellectual competencies required to identify, examine and apply ethical principles which will enable them to comprehend their professional ethical obligation as it applies to the field of Industrial Psychology.
This module will also provide students with applied competencies in Industrial Psychology in order to examine, apply and analyse the relevance of the field within organisations. This module allows for a comprehensive understanding of ethical principles within organisations as well as the practical application of Industrial Psychology.

OUTCOMES
Students should be able to:
• conceptualise industrial psychology as a profession in relation to other disciplines,
• comprehend the professional ethical obligations of industrial psychology,
• construct ethical decisions based on the profession’s code of ethics,
• examine ethics issues in the subfields of industrial psychology,
• present a framework of the role of industrial psychologists in enhancing organisational ethics,
• evaluate methods of evaluating the selection process in organisations,
• evaluate employee performance in the design and evaluation of employee training and development in the organisations,
• examine employee motivation, satisfaction and commitment within the new organisational context,
• evaluate the importance of leadership and group behaviour in the organisation,
• consider the importance of human factors and working conditions in organisational health,
• develop a number of cross-field learning objectives.

CBE.295 INFORMATION MANAGEMENT

Information Management 1A
(ILK1A11/IMA11A1 or IMAACP1 and IMABCP1)

SEMESTER MODULES (ILK1A11/IMA11A1) NQF CREDITS: 16
ONLINE MODULES (IMAACP1 and IMABCP1) NQF CREDITS: 8 EACH
NQF LEVEL: 6

CALCULATION CRITERIA FOR ILK1A11/IMA11A1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
CALCULATION CRITERIA FOR IMAACP1 and IMABCP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to provide the student with knowledge and skill to identify the different phases in the information life cycle, distinguish between the different types of information sources, and be familiar with databases to the extent to apply this knowledge to information management principles. A student is equipped with the necessary competencies and Skills to apply technology associated with the Internet, World Wide Web (www) and search engines for basic information management purposes.

OUTCOMES
Students should be able to:
• describe the elements of the information life cycle,
• demonstrate theoretical and practical knowledge on how to classify the different types of information sources,
• design and create a working database,
• demonstrate theoretical knowledge of the Internet and www as information infrastructure,
• demonstrate theoretical and practical knowledge of the role of the Internet and www tools in access to information,
• evaluate the content found on the www for academic and/or personal research purposes, and
• do research on fundamental information management issues.

Information Management 1B     (ILK1B21/IMA21B1)
SEMESTER MODULE
NQF LEVEL: 6                 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to manage information as a resource; differentiate between information management and records management; apply techniques that can be used to add value to information and explain the concept of information entrepreneurship. A student is equipped with the necessary competencies and Skills required in setting up a small business in the ICT sector of the economy and apply the principles of information entrepreneurship. Furthermore a student is equipped with research Skills through report writing and communicating research results.

OUTCOMES
Students should be able to:
• describe the role of information as an economic resource,
• distinguish between information management and records management,
• identify the methods used by information managers in adding value to information,
• explain the concept of information entrepreneurship,
• compile a business plan for an information business, and
• do research on fundamental information management issues.
Information Management 2A (IMA12A2)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the students with the necessary knowledge to identify the different characteristics of the information economy and the knowledge economy and to explain the impact of information on the economy of a country. Furthermore the student will have a thorough understanding on how to manage knowledge and the intangible assets of an enterprise. Extensive attention is given to the concepts of knowledge work, knowledge management and intellectual capital management and students are equipped with research Skills through report writing regarding these aspects.

OUTCOMES
Students should be able to:
- indicate the challenges of the information economy,
- critically reflect on the information economy and the knowledge economy,
- discuss the concepts and theories of knowledge management,
- explain the Skills of knowledge workers,
- describe the role of the learning organisation in value creation, and
- do research on fundamental information management issues.

Information Management 2B (IMA22B2)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the students the theoretic academic knowledge on how to gather, store, process, analyse and disseminate information via corporate portals; describe theoretically as well as discuss the practical application of intranet infrastructure as used in business intelligence; and be equipped with the necessary competencies and Skills to develop and maintain basic websites and portals. Furthermore students are equipped with research Skills through report writing regarding portal applications and website development.

OUTCOMES
Students should be able to:
• demonstrate theoretical and practical knowledge of information portals and intranet toolsets for improved access to information,
• demonstrate theoretical and practical knowledge of the purpose and functionality of web-based content management systems,
• distinguish the different categories of the classic and semantic layers of the Web,
• apply correct website design techniques to ensure a functional and easy to navigate website,
• develop ways in which to increase presence of a website on the Internet, and
• do research on fundamental information and content management issues.

Information Management 3A
(IMA13A3)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the students with theoretic academic knowledge necessary to explain the importance of strategic information management and also be able to apply this knowledge on a practical level. This includes advanced skill levels of how to gather, store, process, analyse and disseminate information for competitive intelligence purposes. Furthermore students are equipped with research Skills through report writing regarding strategic information management and competitive intelligence techniques.

OUTCOMES
Students should be able to:
• critically reflect on the concepts of business intelligence and its sub-components,
• describe and apply various techniques for scanning the external environment of the enterprise,
• critically evaluate gathered data in order to determine future trends,
• effectively disseminate intelligence,
• explain why information is regarded as a strategic resource in enterprises,
• formulate an information policy for an enterprise, and
• do research on fundamental information management issues.

Information Management 3B
(ILK3B21/IMA23B3)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the students with theoretical academic knowledge of recent developments in advanced information retrieval tools for competitive intelligence purposes; acquire the knowledge necessary to explain the technology and various tools used in support of competitive intelligence processes and be able to apply this knowledge on a practical level. Furthermore students are equipped with research
Skills through report writing regarding strategic information management and competitive intelligence techniques.

OUTCOMES
Students should be able to:
- critically reflect on the strategic role of competitive intelligence,
- judge strengths and weaknesses of various competitive intelligence analysis tools,
- demonstrate an awareness of the cognitive biases related to competitive intelligence analysis,
- critically discuss the ethical standards related to competitive intelligence,
- discuss desirable qualities of competitive intelligence content,
- demonstrate an understanding of the requirements of actionable intelligence, and
- present actionable intelligence to industry clients.

CBE.296 INFORMATION SYSTEMS PROJECTS

Information Systems Projects (PRO001)
YEAR MODULE
NQF LEVEL: 7
NQF CREDITS: 60

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to get students to integrate and use most of tools they covered in the programmes (BCom IS) to produce a complete software application that meets industry requirements.

OUTCOMES
After completing this module you should be able to:
- develop an integrated software project that must demonstrate all the Skills required as a culmination of all the training during their qualification.
- Present various deliverables during the different phases of the development of the project; and
- Produce relevant documentation according to acceptable standards.

CBE.297 INFORMATION SYSTEMS

Information Systems 1A (ILS1A01)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 24

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to introduce students to contemporary information systems and demonstrate how these systems are used throughout global organisations. The focus of this course will be on the key components of information systems - people, software, hardware, data, and communication technologies, and how these components can be integrated and managed to create competitive advantage. Through the knowledge of how IS provides a competitive advantage students will gain an understanding of how information is used in organisations and how IT enables improvement in quality, speed, and agility. This course also provides an introduction to systems and development concepts, technology acquisition, and various types of application software that have become prevalent or are emerging in modern organisations and society.

OUTCOMES
Students should be able to:
- To demonstrate understanding of how IT enables improvement in quality, speed, and agility.
- To demonstrate a grasp of systems and development concepts, technology acquisition, and various contemporary application software
- Explain the technology, people, and organisational components of information systems
- Understand globalization and the role information systems has played in this evolution.
- Understand how businesses are using information systems for competitive advantage vs. competitive necessity
- Understand how organisations develop and acquire information systems and technologies.
- Understand the value of information systems investments and know how to formulate a business case for a new information system and estimate costs and benefits.
- Know the major components of an information systems infrastructure.
- Understand how information systems are enabling new forms of commerce between individuals, organisations, and governments.
- Be aware of emerging technologies that enable new forms of communication, collaboration, and partnering.
- Understand how types of information systems provide the information needed to gain business intelligence to support the decision making for the different functions; and
- Understand how enterprise systems foster stronger relationships with customers and how these systems are used to enforce organisational structures and processes.

Information Systems 1B (ILS1B01)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 24

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to discuss the processes, methods, techniques and tools that organisations use to determine how they should conduct their business, with a particular focus on how computer-based technologies can most effectively contribute to
the way business is organized. The course covers a systematic methodology for analysing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf (COTS) packages.

OUTCOMES
Students should be able to:

- Understand business needs that can be addressed using information technology-based solutions.
- Define problems, opportunities, or mandates that initiate projects.
- Use at least one specific methodology for analysing a business situation, modelling it using a formal technique, and specifying requirements for a system that enables a productive change in the way the business is conducted.
- They learn, write clear and concise business requirements documents and convert them into technical specifications.
- Communicate effectively with various organisational stakeholders to collect information using a variety of techniques and to convey proposed solution.
- Manage information systems projects using formal project management methods.
- Must demonstrate the use of systems acquisition alternatives that include the use of ERP, CRM, SCM and outsourced design and development resources.
- Use contemporary CASE tools for the use in process and data modelling; and
- Design high-level logical system characteristics (user interface design, design of data and information requirements).

Information Systems 2A
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 24

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to explore the design, selection, implementation and management of enterprise IT solutions. The focus is on applications and infrastructure and their fit with the business. Students learn frameworks and strategies for infrastructure management, system administration, data/information architecture, content management, distributed computing, middleware, legacy system integration, system consolidation, software selection, total cost of ownership calculation, IT investment analysis, and emerging technologies. These topics are addressed both within and beyond the organization, with attention paid to managing risk and security within audit and compliance standards. Students also hone their ability to communicate technology architecture strategies concisely to a general business audience.

OUTCOMES
Students should be able to:

- Understand a variety of frameworks for enterprise architecture analysis and decision making.
• Evaluate the total cost of ownership and ROI for architecture alternatives.
• Utilize techniques for assessing and managing risk across the portfolio of the enterprise.
• Evaluate and plan for the integration of emerging technologies.
• Administer systems using virtualization and monitoring, power and cooling issues.
• Manage proliferating types and volume of content.
• Understand the core concepts of data/information architecture and evaluate existing data/information architecture designs.
• Plan for business continuity.
• Understand the benefits and risks of service oriented architecture.
• Understand the role of audit and compliance in enterprise architecture; and
• Understand the integration of enterprise systems with inter-organisational partners such as suppliers, government, etc.

Information Systems 2B (ILS2B01)
SEMESTER MODULE
NQF LEVEL: 6 NQF CREDITS: 24

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to discuss the processes, methods, techniques and tools that organisations use to manage their information systems projects. The course covers a systematic methodology for initiating, planning, executing, controlling, and closing projects. This course assumes that project management in the modern organization is a complex team-based activity, where various types of technologies (including project management software as well as software to support group collaboration) are an inherent part of the project management process. This course also acknowledges that project management involves both the use of resources from within the firm, as well as contracted from outside the organization.

OUTCOMES
Students should be able to:
• Initiate, specify, and prioritize information systems projects and to determine various aspects of feasibility of these projects.
• Understand the phases of the project management lifecycle.
• Manage project teams, including the fundamentals of leadership and team motivation.
• Manage project communication, both internal to the team, and external to other project stakeholders.
• Understand how to initiate projects, including project selection and defining project scope.
• Manage project schedules with appropriate techniques and tools.
• Manage project resources, including human resources, capital equipment, and time.
• Manage project quality, including the identification of the threats to project quality, techniques for measuring project quality, and the techniques for ensuring project quality is achieved.
• Manage project risk, including the identification of project risk, and the techniques for ensuring project risk is controlled.
• Manage the project procurement process, including understanding external acquisition and outsourcing, as well as the steps for managing external procurement.
• Manage project execution, including monitoring project progress and managing project change, and appropriately documenting and communicating project status.
• Control projects through information tracking and cost and change control techniques.
• Close projects, including administrative, personnel, and contractual closure.
• Understand the mechanisms for dealing with legal issues in complex project contexts; and
• Appreciate ethnic cultural differences in working with global teams either internal to organisations or by engaging offshore outsourcers

Information Systems 3A (ILS3A01)
SEMESTER MODULE
NQF LEVEL: 7 NQF CREDITS: 24

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce students to the core concepts in data and information management. It is centred around the core Skills of identifying organisational information requirements, modelling them using conceptual data modelling techniques, converting the conceptual data models into relational data models and verifying its structural characteristics with normalization techniques, and implementing and utilizing a relational database using an industrial-strength database management system. The course will also include coverage of basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the course helps the students understand how large-scale packaged systems are highly dependent on the use of DBMSs. Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella.

OUTCOMES
Students should be able to:
• Understand the role of databases and database management systems in managing organisational data and information.
• Understand the historical development of database management systems and logical data models.
• Understand the basics of how data is physically stored and accessed.
• Understand the fundamentals of the basic file organization techniques.
• Apply information requirements specification processes in the broader systems analysis & design context.
• Use at least one conceptual data modelling technique (such as entity-relationship modelling) to capture the information requirements for an enterprise domain.
• Link to each other the results of data/information modelling and process modelling.
• Understand the purpose and principles of normalizing a relational database structure.
• Design a relational database so that it is at least in 3NF.
• Implement a relational database design using an industrial-strength database management system, including the principles of data type selection and indexing.
• Use the data definition, data manipulation, and data control language components of SQL in the context of one widely used implementation of the language.
• Perform simple database administration tasks.
• Understand the concept of database transaction and apply to an application context.
• Understand the basic mechanisms for accessing relational databases from various types of application development environments.
• Understand the role of databases and database management systems in the context of enterprise systems.
• Understand the core concepts of data quality and their application in an organisational context.
• Understand the difference between OLTP and OLAP, and the relationship between these concepts and business intelligence, data warehousing and data mining.
• Create a simple data warehouse ("data mart"); and
• Understand how structured, semi-structured, and unstructured data are all essential elements of enterprise information and knowledge management. In this context, the students will learn the principles of enterprise search.

Information Systems 3B  
(ILS3B01)  
SEMESTER MODULE  
NQF LEVEL: 7  
NQF CREDITS: 24  

CALCULATION CRITERIA  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%  

PURPOSE  
The purpose of this module is to explore the issues and approaches in managing the information systems function in organisations and how the IS function integrates or supports or enables various types of organisational capabilities. It takes a senior management perspective in exploring the acquisition, development and implementation of plans and policies to achieve efficient and effective information systems. The course addresses issues relating to defining the high-level IS infrastructure and the systems that support the operational, administrative and strategic needs of the organization. The remainder of the course is focused on developing an intellectual framework that will allow leaders of organisations to critically assess existing IS infrastructures and emerging technologies as well as how these enabling technologies might affect organisational strategy. The ideas developed and cultivated in this course are intended to provide an enduring perspective that can help leaders make sense of an increasingly globalized and technology intensive business environment.

OUTCOMES  
Students should be able to:
• Understand the various functions and activities within the information systems area, including the role of IT management and the CIO, structuring of IS management within an organization, and managing IS professionals within the firm.
• View an organization through the lens of non-IT senior management in deciding how information systems enable core and supportive business processes as well as those that interface with suppliers and customers.
• Understand the concepts of information economics at the enterprise level.
• Appreciate how IS represents a key source of competitive advantage for firms.
• Structure IS-related activities to maximize the business value of IS within and outside the company.
• Understand existing and emerging information technologies, the functions of IS and its impact on the organisational operations.
• Evaluate the issues and challenges associated with successfully and unsuccessfully incorporating IS into a firm.
• Understand how strategic decisions are made concerning acquiring IS resources and capabilities including the ability to evaluate the different sourcing options.
• Apply information to the needs of different industries and areas; and
• Understand the role of IT control and service management frameworks from the perspective of managing the IS function in an organization.

CBE.298 INFORMATION PORTALS

Information Portals (IMP11A1)
SEMESTER MODULE
NQF LEVEL: 6 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with an understanding of what information portals and what value they can add to an organisation, distinguish between different technologies utilised in an information portal and identify what information can be effectively used in an information portal. A student completing this module will be able to identify content suitable for an information portal, determine what features of information portals should be utilised and have a basic understanding of how information portals function.

OUTCOMES
Students should be able to:
• define the concept information portals
• describe what role they play in an organisation
• describe the different technology used in an information portal
• determine what information may be valuable in an information portal
• describe the benefits of having an information portal
• evaluate the link between information portals and knowledge management
• setup up a basic information portal; and
• do research on the fundamental functions of information portals
CBE.299 INTEGRATED MARKETING COMMUNICATIONS

INTEGRATED MARKETING COMMUNICATIONS MMK2C22
NQF LEVEL: 6         NQF CREDITS: 14

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is the development and implementation of integrated marketing communication mix strategies. This module prepares student to implement the knowledge and skills that they have mastered in order to formulate an integrated marketing communication plan that will contribute, firstly, to the success of the organization and, secondly, to the satisfaction of the consumer’s needs.

OUTCOMES
Students should be able to:
• identify and discuss the elements of an integrated marketing communication mix;
• plan the steps in the development of an integrated marketing communication mix;
• write and implement an advertising strategy; and
• explain the role of technology in the integrated marketing communication mix.

CBE.300 INTRODUCTION TO TOURISM RESEARCH METHODOLOGY

INTRODUCTION TO TOURISM RESEARCH METHODOLOGY (ITR3AA3)

SEMESTER MODULE
NQF LEVEL: 7         NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with a coherent, critical understanding of research principles and to develop the student’s capacity to identify, analyse and solve problems. The module aims to provide students with the theory and skills to do postgraduate research under supervision and to guide students on how to write up a final research thesis with which they will demonstrate their ability to access resources, to extract relevant information, to contextualise and interpret information and to use the correct referencing techniques.

OUTCOMES
Students should be able to:
• Understand various social research strategies;
• Understand various social research designs; and
Understand the various social research design techniques based on research design chosen.

CBE.301 INVESTMENT MANAGEMENT

Investment Management 2A
(SEMESTER MODULE)
NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with a basic, yet applicative knowledge of fundamental concepts of finance, and where each of these concepts fits into the financial management function.

OUTCOMES
Students should be able to:
- demonstrate their ability to identify the basic types of financial management decisions and relate them to the role of the financial manager;
- explain the time value of money concept and perform simple and advanced calculations on single amounts, annuities, perpetuities and mixed stream of cash flows;
- explain and perform advanced calculations of the components of working capital management including current assets and liabilities;
- analyse, calculate and interpret ratios relating to working capital management;
- explain the concepts of risk and uncertainty by calculating, applying and solving issues of simple probability as well as issues of regression and correlations;
- differentiate and discuss the characteristics and working of basic debt instruments and understand the cost of capital concept by performing advanced calculations; and
- explain the basic valuations of equity capital by performing simple calculations; and
- explain basic valuations of equity capital by performing simple calculations.

Investment Management 2B
(SEMESTER MODULE)
NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with a foundation in the specialised subject area of equity investments. The module is comprised of a range of equity concepts, principles and theories. Mastering of the module will provide students with the ability to synthesise essential equity valuation techniques and strategies.

OUTCOMES
Students should be able to:
- distinguish between different financial markets and instruments;
• explain the framework and functioning of securities markets;
• analyse financial statements;
• apply valuation principles and practices;
• conceptualise the analysis and management of common stock;
• discuss and apply company analysis and stock valuation techniques;
• explain and analyse different equity portfolio management strategies;
• discuss and apply technical analysis techniques in managing common stock; and
• discuss the framework for ethical conduct in the investment profession by focussing on the Chartered Financial Analyst (CFA) Institute Code of Ethics and Standards of Professional Conduct.

**Investment Management 3A** (IVM03A3)

**SEMESTER MODULE**  
**NEW NQF LEVEL 7/ OLD NQF LEVEL 6**  
**NQF CREDITS: 16**

**CALCULATION CRITERIA**  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**  
The purpose of this module is to provide students with the fundamentals in interest-bearing, foreign exchange and property investments. The module is comprised of a range of instruments, principles and theories related to these markets. Mastering of the module will provide students with the ability to synthesise related techniques and strategies.

**OUTCOMES**  
Students should be able to:
• explain, interpret and apply the factors that determine the level of interest rates and those that influence their pattern;
• apply, calculate and interpret time value of money (TVM) concepts including simple and compound interest, discrete and continuous compounding, interest conversions;
• calculate and interpret spot and forward interest rates and spreads;
• discuss the significance of the money market and money market instruments;
• define, discuss, calculate and interpret issue and trading prices of money market instruments;
• apply key bond feature information;
• analyse different fixed income instruments found in most markets;
• apply the fundamental principles of bond valuation;
• discuss the different components of property investment;
• analyse and value an investment property;
• explain the foreign exchange market’s origin and components;
• explain the mechanics behind foreign exchange transactions;
• calculate the appropriate foreign exchange rates;
• apply all information regarding the forward FX market;
• apply the concepts of swap transactions; and
• understand plagiarism and the consequences thereof.

**Investment Management 3B** (IVM03B3)

**SEMESTER MODULE**  
**NEW NQF LEVEL 7/ OLD NQF LEVEL 6**  
**NQF CREDITS: 16**

**CALCULATION CRITERIA**  
Minimum Full Period Mark for Examination Admission – 40%
PURPOSE
The purpose of this module is to provide students with the fundamental knowledge to analyze, interpret, and understand portfolio management and derivative market instruments. Mastering of the module will provide students with the ability to synthesize related techniques, theories, and strategies.

OUTCOMES
Students should be able to:
- prove mastery of the concepts of risk and return;
- make the asset allocation decision by incorporating all relevant aspects;
- demonstrate comprehension of efficient capital markets;
- apply Markowitz portfolio theory;
- show an understanding of asset pricing models and multifactor models of risk and return;
- specify the asset management industry;
- evaluate the performance of investment portfolios;
- discuss and apply introductory concepts to derivative markets and securities;
- analyze and comprehend the dynamics of Forward and Future Contracts;
- analyze and comprehend the dynamics of Option Contracts;
- analyze and comprehend the dynamics of Swap Contracts, convertible securities, and other embedded derivatives; and
- present portfolio performance compliant with Global Investment Performance Standards (GIPS).

CBE.302 IT APPLICATIONS FOR HOSPITALITY MANAGEMENT

IT Applications for Hospitality Management (ITH1AA1)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 8

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce Information Technology (IT), statistical concepts and methods including descriptive, inferential statistics, distributions, and correlation techniques to Hospitality Management Students. These students will be able to manipulate files and demonstrate proficiency in the use of word processing applications and Micros systems i.e., Opera: front and back of house training to solve business problems and to use presentation software in the Hospitality Industry.

OUTCOMES
Students should be able to:
- apply intermediate level knowledge of concepts and terms associated with IT;
- use functions of a PC and its operating system;
- use a word processing and presentation application on a computer;
• apply basic statistical concepts and methods; and
• use the Micros Opera System to solve problems in a hospitality environment

CBE.303 KNOWLEDGE ECONOMY

Knowledge Economy (IMK22B2)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with the necessary knowledge to identify
the characteristics of a knowledge economy. The student will have a comprehensive
understanding of intellectual capital as a key commodity in a knowledge economy and will
be able to describe the importance of knowledge-intensive activities in wealth creation;
show cognisance of the problems, issues and opportunities of developing countries
moving towards a knowledge economy; and differentiate between the specific
characteristics and Skills necessary to contribute to the workplace in the knowledge
economy. Students are equipped with research Skills through report writing regarding
these aspect.

OUTCOMES
Students should be able to:
• discuss the characteristics of the knowledge economy,
• discuss the concept and components of 'intellectual capital';
• describe the relationship between knowledge management and intellectual capital,
• describe the concept of 'knowledge work',
• describe the support necessary to produce a knowledge economy, and
• do research on information management issues regarding the knowledge economy.

CBE.304 KNOWLEDGE MENTORING

Knowledge Mentoring (IMM13A3)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce students to the theory of sharing hidden know-
how and design thinking in business. Students will develop their knowledge mentoring
strategy based on knowledge transfer tenets, discover the link between knowledge
mentoring and the commercialisation cycle, and study the role of the knowledge manager
in creating business value, by means of linking the business model canvas and

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commercialisation cycle. This will be achieved when students are able to write two original business case studies on how their company uses information on products, customers and services more effectively than competitors in pursuing strategies, building business capabilities, and succeeding at the commercialisation of services and products.

OUTCOME
Students should be able to:
- interpret the theory of sharing hidden know-how and design thinking;
- demonstrate theoretical and practical knowledge of knowledge mentoring strategy based on knowledge transfer tenets;
- perform chiastic analysis; and
- apply the five Go-Giver laws.

CBE.305 LOGISTICS MANAGEMENT

**Logistics Management 2A**  
*(LMA12A2)*  
**SEMESTER MODULE**  
**NQF LEVEL: 6**  
**NQF CREDITS: 16**

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**
The purpose of this module is to provide a global overview of logistics management and an understanding and appreciation of the value of a total system approach to the management of all those activities involved in the logistics management process. Students should possess fundamental knowledge of logistics concepts and the important role of logistics and the management thereof in supply chains and economies for management decision-making. Students should reflect on study material in the context of a logistics organisation or the logistics function of a company.

**OUTCOMES**
Students should be able to:
- explain the basic logistics concepts, discussing and reflecting on the important role of logistics and the management thereof, on a macro- and a micro level,
- identify and describe the elements of and role players in the business logistics supply chain, reflecting on the importance of each,
- identify and discuss the relationship between logistics and other important functional areas, and the management activities in the logistics function, reflecting on the importance of each,
- plan and undertake research in the logistics field, including gathering, analysing and interpreting related information, and reflecting upon the research undertaken, and
- communicate effectively, in writing and/or orally, with respect to aspects of logistics profession, and reflect upon the communication undertaken.

**Logistics Management 2B**  
*(LMA22B2)*  
**SEMESTER MODULE**  
**NQF LEVEL: 6**  
**NQF CREDITS: 16**

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%
PURPOSE
The purpose of the module is to build on the foundation established by Logistics Management 2A and therefore to provide the student with a holistic overview of logistics management fundamentals by following a total system approach to the management of all those activities involved in physically moving materials and finished goods inventory from point of origin to point of consumption. Students should acquire knowledge about the fundamental aspects of outbound logistics (or physical distribution management) with emphasis on transportation, warehousing, materials handling, packaging, and logistics performance management and control. Students should reflect on study material in the context of a logistics organisation or the logistics function of a company and be prepared for a career in logistics management with a basis for further learning in the field of logistics management.

OUTCOMES
Students should be able to:
• identify, describe and apply the fundamental aspects of warehousing, materials handling, packaging, and transport management, also reflecting on the importance of each,
• identify, describe and apply fundamental aspects of logistics performance management and control,
• identify and discuss the relationship between logistics and other important functional areas, and the management activities in the logistics function, reflecting on the importance of each,
• plan and undertake research in the logistics field, including gathering, analysing and interpreting related information, and reflecting upon the research undertaken, and
• communicate effectively, in writing and/or orally, with respect to aspects of logistics profession, and reflect upon the communication undertaken.

Logistics Management 3A (LMA13A3)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an overview of strategic logistics management by following a total systems approach to the management of all those activities involved in physically moving materials and finished goods inventory from point of origin to point of use or consumption. The importance of customer service, the distribution network and network design are emphasised in the development of the strategic logistics plan. The module will provide you with a framework (logistics audit) to be used for the development of the logistics strategy.

OUTCOMES
Students should be able to:
• summarise the basic concepts of the customer service strategy, distribution networks and the logistics network relating to the strategic logistics plan,
• discuss the logistics audit that provides the information required for the development of the logistics strategy,
• describe logistics relationships and explain strategic supplier relationships, and
• evaluate different logistics strategies used by industry.

Logistics Management 3B (LMA23B3)

SEMESTER MODULE

NQF LEVEL: 7

NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the student to international trade and international logistics management with an emphasis on international transport, documentation, role players and clearing and forwarding of goods in global trade.

OUTCOMES
Students should be able to:
• identify and summarise possible problems and solutions encountered in international trade and transport, reflecting on the important role of transport in international trade,
• identify and describe the elements of and role players in international trade and transport, reflecting on the importance of each and the possible team work involved in organising international trade and transport,
• identify and evaluate the role and responsibilities that a logistics manager would need to undertake with respect to import and export trade, and
• plan and undertake research in the international logistics field, including gathering, analysing and interpreting related information using the appropriate management technology and reflecting upon the research undertaken.

CBE.306 LOGISTICS MANAGEMENT SYSTEMS

Logistics Management Systems A (LMS13A3)

SEMESTER MODULE

NQF LEVEL: 7

NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with insight into the importance of quantitative analysis as a decision making tool on a strategic, tactical and operational level in logistics. Basic quantitative analysis techniques such as linear programming, forecasting, decision analysis and simulation applicable to logistics decisions will be introduced.

OUTCOMES
Students should be able to:

- Explain the basic concepts of quantitative analysis as tools for decision-making, reflecting on the important role thereof in logistics and supply chain management;
- Analyse the important elements of quantitative analysis, reflecting on the applications thereof;
- Apply linear programming, forecasting, decision analysis and simulation tools to enable you to make improved logistics decisions at a strategic, tactical and operational level; and
- Apply the management principles of organising and coordinating resources in a quantitative analysis context, reflecting on the financial implications and the applications made.

**Logistics Management Systems B**

(SEMESTER MODULE)

NQF LEVEL: 7

NQF CREDITS: 16

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%

Full Period Mark Weight – 50%

Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to provide students with insight into the importance of business systems as decision-making tools at a strategic, tactical and operational level in logistics with specific reference to information systems, material - , distribution - and enterprise requirements planning systems as well as warehouse management, routing and scheduling - and advanced planning systems. In addition, adjustments to the standard EOQ model and various modeling approaches to facility location analysis will be explained.

**OUTCOMES**

Students should be able to:

- Explain the importance and the framework of supply chain information systems,
- Apply materials - and distribution requirement planning to address inventory issues,
- Explain the role of enterprise resource – and advance planning systems, as well as warehouse management and routing and scheduling systems in a company,
- Apply adjustments to the EOQ model to select a transport mode or select order quantities, and
- Apply various modelling approaches to facility location that will enable you to identify the most suitable location for a logistics facility.

**CBE.307 MANAGEMENT ACCOUNTING STRATEGY**

**Management Accounting Strategy 2A**

(SEMESTER MODULE)

NEW NQF LEVEL 6/ OLD NQF LEVEL 7

NQF CREDITS: 12

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%

Full Period Mark Weight – 50%

Examination Mark Weight – 50%

**PURPOSE**

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The purpose of this module is to provide students with a fundamental understanding of how organisations are structured. It covers the structure and principles underpinning the operational functions of the organisation, their efficient management, and the interaction these functions and the finance function to ensure that the organisation achieves its overall strategic objectives and maintain sustainable performance.

OUTCOMES
Students should be able to:
- discuss the different types of structures that an organisation may adopt;
- discuss relationships between internal and external sources of governance, regulation and professional behaviour;
- demonstrate the contribution that the finance function makes to the sustainable delivery of the organisation’s strategies in a range of contexts;
- analyse the components of the finance function (financial and management accounting, treasury, company secretarial and internal audit);
- discuss the potential for conflict within the role of the finance function;
- explain the activities fundamental to the role of the finance function (accounting operations, analysis, planning, decision making and control);
- explain the contemporary transformation of the finance function;
- demonstrate the purpose of the technology and information function and its relationships with the finance function within the organisation;
- explain how information systems support the organisation’s strategies and operations;
- demonstrate the purpose of the management function and its relationships with the finance function;
- apply tools and techniques of operations management to deliver sustainable performance;
- demonstrate the purpose of the marketing function and its relationships with the finance function;
- apply tools and techniques to formulate the organisation’s marketing strategies, including the collection, analysis and application of Big Data and the role of the accountant in supporting the marketing strategies; and
- demonstrate the purpose of the HR function and its relationships with the financial management function within the organisation.

Management Accounting Strategy 2B
(MAS02B2)
SEMESTER MODULE
NEW NQF LEVEL 6/ OLD NQF LEVEL 7 NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with a holistic, integrated approach to managing organisations, from an accounting and financial management perspective. It builds on the understanding of organisational structure gained from Management Accounting Strategy 2A and is centred on the concept of strategic management and how it can be implemented through people, projects, processes and relationships. It provides the basis for developing further insights into how the finance function should support the formulation and implementation of organisational strategy.

OUTCOMES
Students should be able to:
- discuss developments in strategic management and the role of the management accountant in supporting strategy formulation;
- analyse the relationship between different aspects of the global business environment;
- advise on the approaches to competitor analysis including the collection and interpretation of financial and non-financial data;
- discuss the concepts of leadership and management;
- compare the approaches for managing and controlling individuals’ performance and behavioural aspects of management control;
- explain the importance or organisational culture and its relationship with performance;
- explain the issues associated with building, leading and managing effective teams;
- discuss the effectiveness of handling relationships between the finance function and other parts of the organisation and the supply chain;
- discuss the effectiveness of handling relationships between the finance function and external experts and stakeholders;
- explain the roles of communication, negotiation, influence and persuasion in the management process;
- advise approaches to managing conflict;
- discuss the concept of organisational change;
- recommend techniques to manage resistance to change;
- apply tools and techniques for project managers; and
- identify the management and leadership issues associated with projects, including the roles of key players in projects.

CBE.308 MARKETING MANAGEMENT

Marketing Management 1A (MMA11A1)
SEMIESTER MODULE
NEW NQF LEVEL /OLD NQF LEVEL 5 NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to focus on the development, evaluation, and implementation of marketing principles in business organisations with reference to segmentation, targeting and positioning and a basic introduction of the marketing mix. Students should develop intellectual competencies and practical skills in the range of decisions implicit to the above mentioned marketing decisions. Students should be able to reflect on the decisions and implementations made.

OUTCOMES
Students should be able to:
- compile a SWOT analysis based on a thorough evaluation of the marketing environment;
- identify the importance of understanding consumer behaviour from a marketing perspective;
• describe and apply market segmentation, targeting and positioning to a practical scenario;
• discuss in detail the product decisions that a marketer face and indicate its impact on the organisation;
• understand the importance of pricing as a marketing mix instrument;
• explain the steps in setting a final price by following the prescribed steps;
• design, select and manage a distribution channel; and
• understand the importance of developing an integrated marketing communication programme as a marketing mix instrument.

Marketing Management 1B  
(MMA21B1)
SEMESTER MODULE
NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to focus on introducing the extended marketing mix as well as the development, evaluation, and implementation of marketing principles in business organisations with reference to marketing research, relationship marketing, business-to-business marketing, branding and e-marketing. Students should develop intellectual competencies and practical skills in the range of decisions implicit to the above mentioned marketing decisions. Students should be able to reflect on the decisions and implementations made.

OUTCOMES
Students should be able to:
• discuss the extended marketing mix in the form of people, physical evidence and processes;
• identify the difference between transactional marketing and relationship marketing;
• discuss the importance of relationship marketing in today’s marketplace;
• understand the complexities of business-to-business marketing;
• identify how organisations can use branding, e-marketing and social media in the evolving marketing environment; and
• apply the marketing concepts within various organisations and situations.

Marketing Management 2A  
(MMA12A2)
SEMESTER MODULE
NQF LEVEL 6
NQF CREDITS: 14

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to focus on the influence of consumer and/or organisational behaviour on the development and implementation of marketing strategies. Students should develop intellectual competencies and practical skills in the scope and nature of consumer and/or organisational behaviour and the implications thereof.
OUTCOMES
Students should be able to:
- apply the principles of consumer and /or organisational behaviour to solve problems in scenarios and case studies and reflect on the applications made;
- discuss the importance of consumer behaviour and explain how consumer behaviour fits into the marketing process;
- explain in details the various external factors that influence consumer behaviour;
- discuss the internal variables that affect how consumers behave;
- explain how consumers make decisions in an attempt to solve problems;
- compare and differentiate between consumer decision making an organisation decision making; and
- explain how marketing regulations affects consumer behaviour.

Marketing Management 2B
(SEMESTER MODULE)
NQF LEVEL 6
NQF CREDITS: 14

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with the knowledge and understanding of services marketing as an integral part of the 21st century. Due to the immense growth of the service sector in recent years, it is imperative that students develop intellectual competencies and practical skills to be future marketers within a service environment.

This module will introduce students to the basic principles underlying services marketing and will more specifically address the importance of service quality management, service development and design, the service delivery process, how organisations should manage employees’, customers’ and the environment’s role in service delivery, building customer relationships and loyalty and lastly how service recovery occurs.

OUTCOMES
Students should be able to:
- discuss the importance of service quality and how marketers should manage it;
- discuss the gaps model of service quality and apply it to an example;
- comment on the unique demands of service design and explain how a new service can be developed;
- differentiate between the pricing strategies that are available for services;
- discuss the service delivery process and the various considerations that should be kept in mind;
- explain how marketers should manage employees’, customers’ and the physical environments' roles in service delivery;
- explain the unique demands of services marketing communication and discuss the various communication strategies that can be implemented when marketing services;
- discuss how marketers can match service demand and capacity;
- explain how organisations can build relationships with their customers; and
- differentiate between the different types of service failures and explain how organisations can recover from these failures.

Marketing Management 3A
(SEMESTER MODULE)
NQF LEVEL 6
NQF CREDITS: 14

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with the knowledge and understanding of services marketing as an integral part of the 21st century. Due to the immense growth of the service sector in recent years, it is imperative that students develop intellectual competencies and practical skills to be future marketers within a service environment.

This module will introduce students to the basic principles underlying services marketing and will more specifically address the importance of service quality management, service development and design, the service delivery process, how organisations should manage employees’, customers’ and the environment’s role in service delivery, building customer relationships and loyalty and lastly how service recovery occurs.

OUTCOMES
Students should be able to:
- discuss the importance of service quality and how marketers should manage it;
- discuss the gaps model of service quality and apply it to an example;
- comment on the unique demands of service design and explain how a new service can be developed;
- differentiate between the pricing strategies that are available for services;
- discuss the service delivery process and the various considerations that should be kept in mind;
- explain how marketers should manage employees’, customers’ and the physical environments' roles in service delivery;
- explain the unique demands of services marketing communication and discuss the various communication strategies that can be implemented when marketing services;
- discuss how marketers can match service demand and capacity;
- explain how organisations can build relationships with their customers; and
- differentiate between the different types of service failures and explain how organisations can recover from these failures.
SEMESTER MODULE
NEW NQF LEVEL 7/OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to focus on guiding the student through the marketing research process and presenting sound marketing research principles and methods to the student. Students should develop intellectual competencies and practical skills in the range of decisions relating to the marketing research process and be able to conduct a marketing research project.

OUTCOMES
Students should be able to:
- explain, illustrate and discuss the key concepts, processes and principles required in the implementation of a marketing research task;
- comment on the importance of research for all organisations in their marketing activities and show how organisations use marketing research in their marketing activities;
- collect, analyse, organise and critically evaluate secondary research information using the internet, academic journals and other information sources;
- critically evaluate an existing questionnaire and design their own questionnaire to achieve specific research objectives;
- choose an appropriate survey and sampling method for a survey;
- interpret research findings; and
- develop a marketing research project within a given situation.

Marketing Management 3B
(MMA23B3)
SEMESTER MODULE
NEW NQF LEVEL 7/OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
Marketing Management 3B is the final module in marketing management. The purpose of this module is to bring the topics and themes that have been covered in previous modules and courses together to develop a holistic picture of marketing and the resultant marketing strategies that are selected by the Student. This means that all topics are integrated in order to paint a complete picture of the marketing function and task of the marketing manager.

OUTCOMES
Students should be able to:
- explain the importance of strategic marketing;
- conduct an organisational analysis and refer to its effect on strategic marketing;
- conduct an industry analysis and place the organisation relative to the situation in the overall industry;
- conduct consumer analysis and discuss the implication for strategic marketing;
• indicate how organisations can obtain sustainable advantage and the various ways in which this can be done; and
• comment on the latest developments in the field of marketing and strategic marketing.

CBE.309 MARKETING RESEARCH

Marketing Research (MMK13A3)
SEMESTER MODULE
NEW NQF LEVEL 7/OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to focus on guiding the student through the marketing research process and presenting sound marketing research principles and methods to the student. Students should develop intellectual competencies and practical skills in the range of decisions relating to the marketing research process and be able to conduct a marketing research project.

OUTCOMES
Students should be able to:
• explain, illustrate and discuss the key concepts, processes and principles required in the implementation of a marketing research task;
• comment on the importance of research for all organisations in their marketing activities and show how organisations use marketing research in their marketing activities;
• collect, analyse, organise and critically evaluate secondary research information using the internet, academic journals and other information sources;
• critically evaluate an existing questionnaire and design their own questionnaire to achieve specific research objectives;
• choose an appropriate survey and sampling method for a survey;
• interpret research findings; and
• develop a marketing research project within a given situation.

CBE.310 ORGANISATIONAL DEVELOPMENT

Organisational Development 1 (OGD1BB1)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is to provide the student with general principles of organisational development and exposure to the workplace so that they can apply these principles in the workplace.

OUTCOMES
Students should be able to:
- apply organisational behaviour (OB) theories;
- define concept of organisational design;
- discuss management development and organisational effectiveness; and
- describe change and stress management strategies in the organisation.

Organisational Development 2 (OGD2AA2)
SEMESTER MODULE
NQF LEVEL: 7  NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is to equip students with the intellectual competencies and practical skills needed in the design and development of organisations.

OUTCOMES
Students should be able to:
- appraise the nature of organisational development in a Hospitality environment and explain how individuals and groups in organisations contribute to organisational efficiency and effectiveness;
- examine the role of organisational culture as a context for organisational development;
- evaluate the impact of organisational structure on organisational efficiency and effectiveness and the behaviour of individuals and groups in a Hospitality environment;
- analyse the role of leadership in shaping organisational development; and
- analyse the impact of ethics and governance of the development of sustainable organisations.

CBE.311 PRINCIPLES OF BUSINESS

Principles of Business 11 (PRB1CP1)
ONLINE MODULE
NQF LEVEL 5  NQF CREDITS: 15

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an introduction to the operating context and nature of a business to enable students to understand the management of an organisation and the interaction between the internal and external environments within which the organisation functions.
Additionally, the module will introduce students to management theory and the primary management tasks of planning, organising, leading and controlling. The module will also provide a broad overview of the ethical considerations for business managers.

OUTCOMES
Students should be able to:

- Examine the influence of change on the nature of business management
- Display an understanding of the influence of the internal and external business environment of an organisation
- Discuss the interaction between an organisation and its environment;
- Distinguish between the main economic systems and the corresponding influence on the nature of business management
- Differentiate between how organisations are managed, administered, governed and regulated in different economic systems
- Examine the origin of management theory and modern approaches currently at hand
- Analyse the skills, roles and characteristics of managers as important role players in establishing effective and efficient business practices
- Evaluate all the relevant aspects, processes, characteristics, theories, models and techniques relevant to the four primary management tasks
- Describe the purpose of different types of businesses
- Display an understanding of the nature and legal status of different types of businesses

With regards to planning

- Examine the purpose of an organisational mission and how it influences goal setting and planning
- Display an understanding of the management tools and techniques involved in innovative planning as well as strategic Management
- Examine the different approaches to decision making as well as the types and characteristics of decisions
- Analyse the managerial decision making process in light of the different decision making styles of managers

With regards to organising

- Explain the different business organisation structures;
- Examine the management tools and techniques involved in managing an organisational change process; and
- Evaluate the function of Human Resources and how it relates to the process of individuals and teams being recruited, selected, rewarded and managed.

With regards to leading

- Analyse different approaches and styles of leadership as well as how trends have shaped changes in leadership approaches;
- Examine the tactics as well as the sources of power leaders use to influence others;
- Distinguish between the different sources of motivation and how managers can use theoretical insights to motivate and empower employees; and
- Display an understanding of the role of communication for effective management.

With regards to controlling

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• Analyse the control process as well as different approaches to applying control in an organisation; and
• Examine the different techniques and trends relevant to the control function.

With regards to ethical considerations
• Demonstrate an understanding of personal and business ethics;
• Examine the role of business in society, considering the needs and resources of the community;
• Examine the interaction of the business with key stakeholders;
• Describe the role of corporate governance; and
• Explain the role of Social Responsibility in a business.

**Principles of Business 12**  
**ONLINE MODULE**  
**NQF LEVEL 5**  
**NQF CREDITS: 15**

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**
The purpose of this module is to introduce the role and function of the finance function, marketing and communication and the legal environment that businesses operate in.

Firstly, this module will provide students with an overview of the purpose and role of the finance function in an organisation. The module also introduces students to the activities associated with the finance function and the role of financial information in a business. Secondly, this module provides students with an overview of the principles of marketing and insight into the marketing function. The module also introduces students to the marketing mix and different approaches to marketing.

Lastly, this module aims to provide a framework for understanding the legal environment in which international business operates. The module provides a foundation for understanding the basic principles of international business law.

**OUTCOMES**
Students should be able to:
With regards to the finance function:
• Explain the purpose of the finance function and its relationships with other parts of the business
• Examine the contribution the finance function makes to the organisations operations and the sustainable delivery of the organisation’s strategies
• Demonstrate an understanding of the activities fundamental to the role of the finance function (accounting operations, analysis, planning, decision making and control)
• Examine how the function of accountancy and audit assists in communicating, reporting and assuring financial information, managing risk, and in effective financial control and compliance
• Display an understanding of the sources and purpose of financial information, provided by business
• Examine the purpose of the marketing function and its relationship with other parts of a business

With regards to the marketing function:
- Display an understanding of the marketing process, elements of marketing strategies and the scope of marketing in the context of an organisation
- Describe the marketing communication strategies used by organisations in reaching the consumer
- Understand the process, tools and techniques involved in formulating an organisations' marketing strategies;
- Explore the marketing mix and the role it plays in targeting customers Examine the role of communication with customers, including the use of emerging technologies and different media

With regards to the legal environment:
- Formulate a framework of the legal environment in which international business; operates that would help students make sense of the potential legal implications of international endeavours;
- Identify and discuss the three major forms of international business;
- Describe the theoretical and concrete foundations of international business law including public law and private law;
- Critically assess different legal systems, including common law, civil law and Islamic law system; and
- Analyse dispute resolution of international business transactions.

CBE.312 PROJECT MANAGEMENT

**Project Management**  
(PRIM3B3 or PMT3CP3)  
SEMESTER MODULE (PRM3B3)  
ONLINE MODULE (PMT3CP3)  
NQF LEVEL: 7  
NQF CREDITS: 14

**CALCULATION CRITERIA FOR PRM3BB3**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**CALCULATION CRITERIA FOR PMT3CP3**
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

**PURPOSE**
The purpose of this module is to provide the student with a wide range of theoretical and some practical knowledge in the field of project management.

**OUTCOMES**
Students should be able to:
- Introduction to generic project management including project definition, life cycle, management functions, project constraints, terminology and general education and ethical issues;
- project initiation including project proposal and scoping, statement of work, selection, organisation and
- project implementation including planning, financing, scheduling, resourcing, monitoring and control; project termination including auditing, termination and reporting; and
latest developments in project management including future considerations, impacts on private and public sector, demographics, information technology, and career paths of the project manager.

CBE.313 PROPERTY VALUATION AND MANAGEMENT

Property Valuation and Management 2A (PVM02A2)
SEMESTER MODULE
NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to relate knowledge of basic building construction, building contracts and the construction process to the valuation of property.

OUTCOMES
Students should be able to:
- show an understanding of the structure of the building and property industry in South Africa and the relationship thereof with the valuation industry;
- analyse and comprehend the different elements in building design and construction;
- identify and evaluate problems in existing buildings;
- apply the principles of environmental control in buildings; and
- show an understanding of the construction process and the different types of building contracts.

Property Valuation and Management 2B (PVM02B2)
SEMESTER MODULE
NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to conduct a valuation of a single residential property.

OUTCOMES
Students should be able to:
- prove mastery of the concept of market value;
- demonstrate comprehension of the sources of information available to the valuer;
- collect and analyse market information;
- show an understanding of the different methods of valuation; and
- apply the market approach to single residential property.

Property Valuation and Management 3A (PVM03A3)
SEMESTER MODULE
Property Valuation and Management 3B

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to conduct mass valuations and valuations on income producing properties.

OUTCOMES
Students should be able to:
- prove mastery of the concepts “potential” and the “highest and best use” of property;
- demonstrate comprehension of the influence of leases on value;
- determine the market value of an income producing property;
- determine the replacement cost of a property for insurance purposes;
- produce a valuation report; and
- apply the techniques applicable to mass valuation.

CBE.314 PUBLIC LEADERSHIP AND LOCAL GOVERNANCE
(Blended learning)

Public Leadership and Local Governance 1A

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to orientate first year students in regional and local governance institutions and functions within the context of the statutory and regulatory framework within which it must operate. This includes identifying and distinguishing various provincial and municipal processes, and an exploration of the institutional roles and activities to operationalize service delivery objectives. It further more includes all the core constitutional and legislative stipulations and obligations of municipalities as well as key regulatory guidelines, regulations and directives for specific municipal functions.

OUTCOMES
Students should be able to:

- explain the role of regional and local government within the South African constitutional system of co-operative governance and intergovernmental relations,
- identify core regional and local government institutions and explain their power and functions,
- identify and explain the manifestation of local government as a formal governmental agency in South Africa,
- explain the general institutional regulatory and policy contexts within which local government operates in South Africa,
- explain the different spheres of government and inter-governmental relations in South Africa,
- assess local government structures and functions in South Africa and how to apply effective leadership and management in South African local government,
- demonstrate an understanding of the constitutional obligations of local government,
- explain the structural and functional frameworks for municipalities in South Africa,
- explain the roles and functions of public office bearers in local government,
- demonstrate an understanding of the municipal function-specific legislative and regulatory frameworks,
- demonstrate an understanding of the strategic frameworks required for continuous municipal improvement,
- demonstrate an understanding of local democracy, public participation mechanisms and election processes,
- identify local government and service delivery specifications,
- demonstrate an understanding of local governance landscape including the socio-economical, demographical and developmental realities, and
- demonstrate an understanding of the performance management and public accountability issues in local governance.

Public Leadership and Local Governance 1B (PLG1BB1)
SEMESTER MODULE
NQF LEVEL: 6                NQF CREDITS: 16

Calculation criteria:
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to orientate first year students in the significance of good local governance through the promotion of ethical conduct and effective leadership. This orientation includes the normative principles of municipal management and governance, the different forms of unethical conduct among political office-bearers and municipal officials; the typical measures and remedial action which may be undertaken to prevent
such forms of unethical conduct; official mechanisms to curb unethical conduct in local
government; political and administrative leadership challenges in local governance, as
well as leadership fundamental, styles, traits and attributes, Skills and development.

OUTCOMES
Students should be able to:
- identify the tenets of good local governance;
- demonstrate an understanding of the ethical foundations including the prevalence of
corruption, nepotism and maladministration in municipalities;
- analyse a theoretical exposition of ethics, norms, values, professionalism and
accountability;
- demonstrate an understanding of how unethical conduct implicates legitimate local
governance;
- identify the official mechanisms to curb unethical conduct in local government;
- demonstrate an understanding of managerial measures and remedies to prevent
unethical conduct in municipalities;
- analyse a case study in unethical conduct in a municipality;
- identify the leadership challenges in local governance;
- identify the requirements of political and administrative leadership in local
governance;
- identify and apply leadership fundamentals, leadership styles, traits, Skills and
attributes in local governance; and
- identify the processes and techniques for ensuring continuous leadership
development within municipalities.

Public Leadership and Local Governance 2A (PLG2AA1)
SEMESTER MODULE
NQF LEVEL: 6                  NQF CREDITS: 16
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide a broad overview concerning the challenges in
addressing gender issues in leadership with specific reference to the local government
context and its programmes to address women’s leadership and development.
To enable students to participate in budgeting processes including preparing a budget
within the policy framework of Local Government and the Municipal Finance Management
Act (MFMA). It explores the roles and responsibilities and timeframes required for
effective budgeting planning, implementation and evaluation. It also analyses budgeting
techniques and how to translate a strategic overview into an operating budget.

OUTCOMES
Students should be able to:
- explore historical and current contexts for women’s leadership,
- explore issues and considerations in women’s leadership and how this applies to the
local government context,
- identify what men and women need to know about leadership development,
- explore some practical strategies to develop talented women leaders,
- explore self-development strategies, mentorship and coaching programmes to
introduce to developing leaders within local government,
- explore present and future leadership,
- demonstrate an understanding of how to set budget parameters within a Local Government context in line with overall strategy and related programmes,
- demonstrate an understanding of how to integrate legislative framework within budget,
- determine the impact of internal and external environments in setting budget parameters within a Local Government context,
- establish how budgeting reporting procedures are implemented and how they are relayed to all relevant role players,
- apply contingency plans and list solutions to problems relating to budget constraints,
- determine methods of allocation in relation to budget parameters and how these are relayed to relevant stakeholders according to overall Local Government budgetary allocation procedures, and
- demonstrate an understanding of how budgetary processes and procedures are monitored and evaluated.

Public Leadership and Local Governance 2B  
(PLG2BB1)  
SEMESTER MODULE  
NQF LEVEL: 6  
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to orientate second year students regarding selected public governance leadership issues and specific reference to managerial, national and provincial leadership; leadership and local service delivery; leading a learning organization; government leaders as network agents and social architects; team leadership; leadership communication, strategic and visionary leadership, transformational leadership; leading change and innovation and the leadership role of the south African Government in Southern Africa and the African continent as well as in the BRICS. Within the context of global leadership, African and Ubuntu-leadership, the module further seeks to impart knowledge regarding traditional leadership and the role of tribal authorities in local governance.

OUTCOMES
Students should be able to:
- demonstrate an appropriate level of knowledge and understanding of public governance leadership with specific reference to managerial, national and provincial political leadership,
- explain the significance of leadership to create an innovative learning organisation for local service delivery,
- demonstrate the ability to contextualise team leadership and leadership communication,
- demonstrate knowledge and understanding of selected leadership issues with specific reference to strategic and visionary leadership, transformational leadership and leading change,
- explore the significance of traditional and African leadership,
- explain the leadership role of the South African Government on the African continent and in the BRICS,
• identify the need for systematic local leadership and management capacity-building for effective public services delivery in developing societies, and especially in South Africa,
• define and break down problems and challenges of such capacity-building in manageable issues, and
• develop and apply strategies for maximising capacity development and improvement for improved local service delivery.

Public Leadership and Local Governance 3A (PLG3AA1)
SEMESTER MODULE
NQF LEVEL: 6  NQF CREDITS: 22

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide a broad overview of the essential nature and successful implementation of integrated development planning as well as local economic development imperatives through the application of performance management instruments and project management practices.

OUTCOMES
Students should be able to:
• demonstrate an appropriate level of knowledge and understanding of the context of integrated development planning and local economic development in local government,
• demonstrate an understanding of the statutory basis for local government planning in South Africa,
• analyse the relationship between local economic development and integrated development planning,
• explain and apply processes associated with integrated development planning and local economic development,
• evaluate and apply performance management systems and performance monitoring and evaluation instruments in municipalities,
• explore the components of local economic strategy development,
• explore the varying types of local economic development interventions and projects,
• explain and apply project management principles and life cycle phases,
• analyse the significance of political oversight in project governance,
• provide an exposition of municipal service partnerships, outsourcing, contract management and service level agreements,
• explore performance management from a foundational local government perspective, and
• identify the processes and techniques for designing performance management systems, monitoring and evaluation programmes.

Public Leadership and Local Governance 3B (PLG3BB1)
SEMESTER MODULE
NQF LEVEL: 6  NQF CREDITS: 22

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
PURPOSE
The purpose of this module is to provide a broad overview of the important requirements of financial management in the context of the principles of corporate governance and the application thereof in practice.

OUTCOMES
Students should be able to:
- demonstrate an appropriate level of knowledge and understanding of the context of the government's macro organisation,
- demonstrate an understanding of the theoretical principles and underpinnings of organisational design,
- demonstrate an understanding of organisational structures in respect of the dimensions and typology,
- explore organisational dynamics,
- explore the organisational arrangements for effective municipal governance,
- identify and apply the principles of sound governance in the financial administration of a municipality,
- explore the legislative requirements relating to the roles and responsibilities of key stakeholders in the financial administration in municipalities,
- identify and apply the principles of developing and implementing sound financial policies in accordance with best practice,
- explore the importance of accountable government in achieving sustainability, and
- explore the concept of ethics and how it applies in a local government context, identify and apply key financial governance structures.

CBE.315 PUBLIC MANAGEMENT AND GOVERNANCE

Public Management and Governance 1A (PMG1AA1)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to orientate first year students about the nature, structure and functions of the state as well as the different roles of stakeholders in the public sector. This includes an overview of power relationships, functions and processes within the state, good governance, and public management.

OUTCOMES
Students should be able to:
- explain the concept of governance and its importance in public administration,
- identify the composition, roles and functions of governance institutions,
- demonstrate an understanding of the regulatory and legislative framework impacting governance institutions, and
• identify and apply the competencies in governance, public administration and public Management.

Public Management and Governance 1B (PMG1BB1)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to orientate first year students in the complexities associated with environmental management and sustainable development and to introduce students to ethics management as an integral part of good, developmental governance. This includes identifying and distinguishing various government process, institutional roles and activities and service delivery objectives. It includes analysing the concept of ethics in relation to public sector service delivery objectives and what constitutes ethical behaviour in public administration and management practices.

OUTCOMES
Students should be able to:
• appreciate the complexities that government face in terms of striking a delicate balance between environment protection, sustainable development and economic growth,
• explore the demographical and socio-economical realities of the South African governance landscape,
• evaluate policies, strategies and programmes of the South African Government to facilitate development within a developmental state,
• apply ethical practices to public administration and management, and
• manage ethical dilemmas in a public sector context.

Public Management and Governance 2A (PMG2AA2)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to orientate first year students about service delivery objectives and approaches and mechanisms to achieving effective. Service delivery in a public sector environment. The module will also enable the student to identify and implement innovative ways for democratising service delivery and implementing practices to ensure continual service delivery improvement.
OUTCOMES
Students should be able to:
- identify and analyse the environment of public service delivery,
- identify and integrate public service delivery objectives into a variety of functional contexts, and
- democratise service delivery.

Public Management and Governance 2B
(SEMESTER MODULE)
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to orientate students in the theories about public administration, public management and good governance and to provide the student with sound decision-making skills and practices for good governance.

OUTCOMES
Students should be able to:
- identify and analyse the influential factors and interrelations between public service and politics,
- identify, analyse and integrate key theories in public management, administration and governance, and
- apply decision-making to achieve good governance in public sector work situations.

Public Management and Governance 3A
(SEMESTER MODULE)
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to orientate the students in public policy management including understanding the impact of policy processes, problem identification and proposals for policy formulation and enhancement and integrating policy into overall service delivery and monitoring and evaluating the efficacy thereof.

OUTCOMES
Students should be able to:
- assess and prioritise sector specific policy issues, their causes and consequences,
- identify contemporary local and international trends and developments that may affect the outcomes of potential policies developed to address critical policy issues in South Africa,
- identify and prioritise policy problems and mobilise appropriate programme resources.
for sustainable development purposes,
- evaluate other existing policies and how any new policies that are formulated will integrate effectively with such policies, and where relevant, if other policies need to be revised in order to ensure effective integration and implementation of all policies,
- identify and determine stakeholder input in order to ensure effective policy formulation and implementation in line with critical policy issues,
- formulate appropriate programmes responses in the restructuring of sector specific policy programmes,
- identify key issues in influencing policymakers that have an impact on policy formulation and determine ways to seek collaboration around critical, sensitive and political issues,
- identify key approaches for policy implementation, monitoring and evaluation, and
- identify and formulate public sector policy monitoring and evaluation tools,

Public Management and Governance 3B (PMG3BB3)
SEMESTER MODULE
NQF LEVEL: 7 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to orientate students in the theories of public human resources management that the human resources base can be effectively utilised to optimise service delivery objectives.

OUTCOMES
Students should be able to:
- demonstrate an understanding of human resources management and planning in public management and administrative functions,
- identify typical local and international trends and developments in human resources management in both commercial and public sector organisations in order to consider appropriate human resources management tools within public sector environment,
- identify typical labour and employment legislation that affects human resources planning and management,
- determine job functions and roles in relation to overall goals of government,
- apply recruitment and selection procedures in provincial and national government,
- analyse processes used in public sector to improve present work performance and develop Skills for future work activities,
- identify and determine appropriate performance management systems, including procedures for handling grievances and disciplinary issues,
- design and implement appropriate training, mentoring, coaching and overall development strategies to ensure ongoing Skills upliftment within public sector environment,
- determine resources allocation of human resources in accordance with overall budget constraints
- develop appropriate talent management programmes and reward systems for the purposes of succession planning,
- design and implement appropriate appraisal management systems that are linked to
service delivery objectives and clearly equate performance to reward and remuneration, and
- capacitate managers and leaders in their roles in managing and developing human resources.

Public Management and Governance 3C  
(PMG3C13)  
SEMMEREST MODULE  
NQF LEVEL: 7  
NQF Credits: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with an insight into all the Skills and techniques required to fulfil the role of public financial and asset manager in an integrated way that ensures successful planning, implementation, monitoring and evaluation of public sector funds in a transparent and accountable way.

OUTCOMES
Students should be able to:
- Utilise budgeting techniques and processes to meet service delivery demands
- Determine budget parameters for a variety of government initiatives and goals and identify and utilise approaches and sound budgeting methodologies to integrate into overall budget and legislative requirements pertaining to budget management
- Apply standard professionally accepted accounting principles and procedures in the preparation of reports and decision-making
- Identify and implement overall auditing and accountability practices for financial management throughout government sector
- Identify risk profiles of specific government sector projects and build into budgeting and financial management processes
- Determine contingency measures in budgeting processes
- Determine methods of allocation in relation to budget parameters and how they are relayed to all relevant stakeholders in ensuring efficacy of budget implementation, monitoring and evaluation
- Identify the challenges for procurement in a governance environment and implement procurement procedures for government sector organisations and monitor and evaluate accordingly
- Fulfil procurement activities and supervise procurement administration
- Manage capital assets in public sector delivery; and
- Identify, design and implement the overall financial management methodologies required to meet the demands of legislation, economic realities, asset management in service delivery and the competency to appropriately apply cost accounting techniques in the public sector

Public Management and Governance 3D  
(PMG3D23)  
SEMMEREST MODULE  
NQF LEVEL: 7  
NQF Credits: 16
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to orientate students in the theories and practices of public organisational development and management such that public sector programmes and projects are effectively planned, implemented, monitored according to good governance and ethics and integrated in an effective manner in order to ensure effective service delivery.

OUTCOMES
Students should be able to:
- Analyse and apply concepts of organisational development and management in a public sector context
- Analyse the communication and hierarchical structures of the public sector
- Analyse the requirements for good governance and ethics in a public sector environment in order to strengthen service delivery
- Identify and apply the theories for organisation to public organisational structures and the effectively fielding the dynamics of public sector organisations
- Determine appropriate change management policies in order to ensure that the public sector can meet the challenges of its continual improvement processes in service delivery
- Identify and plan integrated approaches for public sector operational management and approaches for good governance practices, including horizontal and vertical integration
- Identify critical issues to the centralisation and decentralisation of governmental relations and how these can be effectively integrated to ensure that all public sector programmes and projects are cohesively administered
- Identify critical concepts and tools to ensure effective public sector organisational development and management
- Identify ways in which to integrate stakeholders and implement stakeholder management in the delivery of public sector programmes and projects; and
- Identify risk and conflict management strategies to proactively manage any hindrances to effective service delivery in the operationalisation of public sector programmes and projects

CBE.316 QUANTITATIVE ECONOMICS

Quantitative Economics 2A (QTE2AA2)
SEMESTER MODULE
NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide a comprehensive introduction to the quantitative methods required to comprehend economic models and econometrics. The module focuses more specifically on introducing students of economics to the fundamental notions and instruments in linear algebra. Understanding linear algebra is fundamental in studying economics. Linear algebra is widely used to formalize economic theory. Moreover, the statistical component of econometrics relies heavily on linear algebra concepts and tools. The students who will study this course will acquire a necessary background to achieve a mature and enduring understanding of economic models and of the basic principles of econometrics.

OUTCOMES
Students should be able to:
- apply the fundamentals of the different techniques for solving systems of linear equations as used in economic models;
- execute basic matrix operations (addition, subtraction, scalar multiplication and matrix multiplication) with application in economic models;
- identify the definition of a determinant, its computations and its properties as used in economic models;
- recognise Euclidean spaces and related concepts such as the inner product, lines and planes;
- understand the concepts of linear dependence, spanning sets, basis and dimensions;
- recognise examples of linear models relating to macroeconomics and microeconomics such as linear models of production, Markov Models of Employment, IS-LM Analysis, Investment and Arbitrage; and
- understand economic applications of Euclidean Spaces such as Budget Sets in Commodity Space, Input Space, probability simplex, The Investment Model and IS-LM Analysis.

Quantitative Economics 2B (QTE2BB2)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide a comprehensive extension of Quantitative Economics 2A (ECQ02A2). Quantitative Economics 2B (ECQ02B2) elaborates on the quantitative methods required to comprehend economic models and econometrics. The module focuses on Multivariate Calculus and its economic applications. A primary goal in economic analysis is to understand how changes in economic variables affect other economic variables. Multivariate calculus is a primary tool for understanding how variables affect others in economic relationships described by functions of several variables. The module will provide students with the necessary mathematical foundation to achieve a mature and enduring understanding of economic models and of the basic principles of econometrics.

OUTCOMES
Students should be able to:
- explain concepts such as limits, sequences, open sets, closed sets and compact sets as used in economic models;
- apply the following concepts in economic exercises and problems: Functions between Euclidean Spaces (Functions from $\mathbb{R}^1$ to $\mathbb{R}$, Functions from $\mathbb{R}^k$ to $\mathbb{R}^n$), Special kinds of
functions (Linear Functions on $\mathbb{R}^k$, Quadratic Forms, Matrix Representation of Quadratic Forms, Polynomials), Inverse Functions and the Composition of Functions;

- draw graphs of functions of two variables, level curves, and draw graphs from level sets;
- understand concepts related to calculus of several variables: Total derivative, Chain Rule, Directional Derivatives and Gradients, Explicit Functions from $\mathbb{R}^n$ to $\mathbb{R}^m$, Higher order derivatives and Hessians;
- derive the economic interpretation of marginal products, elasticity and other derivatives commonly used in economics;
- apply the total derivative, chain rule, higher order derivatives and hessians to economic problems;
- understand implicit functions and their derivatives and solve exercises implying implicit functions; and
- solve economic problems using multiple integral Calculus.

Quantitative Economics 3A (QTE3AA3)

SEMESTER MODULE
NEW NQF LEVEL 7/ OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide a comprehensive introduction to complex quantitative methods required to understand economic models and econometrics. The module focuses on optimisation techniques. Optimisation plays a major role in Economic theory. The central question for the economist is how the economic agent will adjust maximizing behaviour if some variable which he cannot control undergoes a change. The students who will study this course will acquire a necessary mathematical foundation to achieve a mature and enduring understanding of economic models and of advanced principles of econometrics.

OUTCOMES
Students should be able to:
- explain the concepts of quadratic forms, definiteness of quadratic forms, linear constraints and bordered matrices;
- understand the procedure of unconstrained optimization;
- know how to derive First and Second Order conditions;
- solve exercises implying unconstrained optimisation and derivation of first and second order conditions;
- understand the procedure of constrained optimisation either with equality or with inequality constraints;
- solve exercises involving constrained optimisation;
- understand the meaning of the multiplier, envelope theorems and apply those concepts in economic applications;
- understand the concepts of homogeneous functions and homothetic functions;
- understand the concave and quasiconcave functions; and
- skilfully engage in economic applications of optimisation techniques such as Utility Maximization, the Demand Function, the Indirect Utility Function, the Expenditure and Compensated Demand Functions, the Slutsky Equation, Profit Maximization, Competitive Equilibrium and Fundamental Theorems of Welfare Economics.
Quantitative Economics 3B (QTE3BB3)

SEMESTER MODULE
NEW NQF LEVEL 7/ OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide a comprehensive extension of Quantitative Economics 3A (QTE3AA3). Quantitative Economics 3B (QTE3BB3) elaborates on more complex quantitative methods required to comprehend economic models and econometrics. The module focuses on Dynamics. Dynamical methods play an important role in economical methods and in econometrics. The students who will study this course will acquire a necessary mathematical foundation to achieve a mature and enduring understanding of economic models and of the more complex principles of econometrics.

OUTCOMES
Students should be able to:
- understand advanced concepts of matrix algebra like orthogonality and partitioned matrices;
- explain concepts of eigenvalues and eigenvectors;
- solve exercises and problems involving eigenvalues and eigenvectors;
- solve linear difference equations and systems of linear difference equations;
- solve scalar ordinary differential equations;
- explain conditions of existence and uniqueness of solutions of differential equations;
- solve systems of ordinary differential equations; and
- skilfully engage in applying these dynamical methods to solve complex economic problems.

CBE.317 ROOMS DIVISION AND REVENUE MANAGEMENT

Rooms Division and Revenue Management 1A (RDR1AA1)

SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide knowledge and understanding of effective operational practices specifically focused within the front office department within Rooms Division of a hotel.

OUTCOMES
Students should be able to:
- identify the role of Rooms Divisions in hotel;
- discuss the responsibilities of the Front office department in relation to guest satisfaction;
- distinguish the roles and stages of the guest cycle within the reception area; and
explain the various functions between shifts within the Reception area.

**Rooms Division and Revenue Management 1B**
(RDR1BB1)
SEMESTER MODULE
NQF LEVEL: 5
NQF CREDITS: 16

**CALCULATION CRITERIA**
Minimum Full Period mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**
The purpose of this module is to give students an understanding of effective operational practices associated with the Front office department pertaining to guest accounting and provide an introduction into housekeeping operations within Rooms Divisions in a hotel.

**OUTCOMES**
Students should be able to:
- describe effective front office practices
- explain and demonstrate the basic housekeeping operations within Rooms Divisions; and
- evaluate the state of a public area of a hotel with regard to cleanliness and occupational safety and make suggestions for improvement where necessary

**Rooms Division and Revenue Management 2A**
(RDR2AA2)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

**CALCULATION CRITERIA**
Minimum Full Period mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**
The purpose of this module is to provide students with knowledge and effective practice associated with night audit and a deeper understanding of housekeeping management within Rooms Divisions.

**OUTCOMES**
Students should be able to:
- identify the processes and functions of a Night Audit shift;
- draw up and evaluate a Night Audit report with the application of appropriate formulae; and
- explain processes involved in Housekeeping Management within a hotel environment.

**Rooms Division and Revenue Management 2B**
(RDR2BB2)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

**CALCULATION CRITERIA**
Minimum Full Period mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to develop the student’s ability to effective practices associated with facilities management within Rooms Divisions.

OUTCOMES
Students should be able to:
- explain the role, cost and management of hospitality facilities;
- identify maintenance needs and various facility systems; and
- describe waste and energy management.

Rooms Division and Revenue Management 3A (RDR3AA3)
SEMESTER MODULE
NQF LEVEL: 7                NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to ensure that a student is capable of employing a range of revenue management concepts specialising in forecasting and pricing techniques in developing rate strategies within the Hospitality Industry.

OUTCOMES
Students should be able to:
- identify the need for forecasting within Revenue Management in a hospitality environment;
- evaluate the necessary information for proper forecasting within a Hospitality environment;
- explain the various approaches to pricing and developing room rates; and
- calculate rooms rates with appropriate use of formulae in conjunction with Forecasting and Pricing techniques.

Rooms Division and Revenue Management 3B (RDR3BB3)
SEMESTER MODULE
NQF LEVEL: 7                NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to ensure that a student is capable of employing a range of revenue management concepts specialising in budgeting and yield management techniques in developing rate strategies within the Hospitality Industry.

OUTCOMES
Students should be able to:
- compare and contrast the different types of budgets pertaining to Revenue Management in a Hospitality environment;
• apply the concept of Yield Management in a Hospitality environment; and
• implement rate strategies and measure Yield % using the appropriate calculations.
CBE.318 SEARCH ENGINE OPTIMISATION

Search Engine Optimisation (IMO21B1)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the knowledge and skill to enhance a website and its content within the modern connected business environment. A student shall be equipped with the necessary competencies and skills required in optimising and enhancing a website and the content of a website to ensure ease of finding and ranking on search engine result pages. Furthermore, a student shall be equipped with research skills through report writing and communicating research results.

OUTCOMES
Students should be able to:
- describe the elements of a website and a search engine,
- understand the method of information retrieval on the Internet,
- explain the concept of search engine optimisation,
- describe the elements of search engine optimisation,
- compile a search engine optimisation strategy.

CBE.319 SERVICES MARKETING

Services Marketing (MMK22B2)
SEMESTER MODULE
NQF LEVEL 6
NQF CREDITS: 14

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with the knowledge and understanding of services marketing as an integral part of the 21st century. Due to the immense growth of the service sector in recent years, it is imperative that students develop intellectual competencies and practical skills to be future marketers within a service environment.

This module will introduce students to the basic principles underlying services marketing and will more specifically address the importance of service quality management, service development and design, the service delivery process, how organisations should manage employees’ customers’ and the environment’s role in service delivery, building customer relationships and loyalty and lastly how service recovery occurs.

OUTCOMES
Students should be able to:
• discuss the importance of service quality and how marketers should manage it;
• discuss the gaps model of service quality and apply it to an example;
• comment on the unique demands of service design and explain how a new service can be developed;
• differentiate between the pricing strategies that are available for services;
• discuss the service delivery process and the various considerations that should be kept in mind;
• explain how marketers should manage employees’, customers’ and the physical environments’ roles in service delivery;
• explain the unique demands of services marketing communication and discuss the various communication strategies that can be implemented when marketing services;
• discuss how marketers can match service demand and capacity;
• explain how organisations can build relationships with their customers; and
• differentiate between the different types of service failures and explain how organisations can recover from these failures.

CBE.320 SOCIAL MEDIA MANAGEMENT

Social Media Management (IMS12A2)
SEMESTER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with theoretic academic knowledge on how to effectively engage with and manage social media activities; describe and discuss the practical application of social media tools, both personally and for business purposes; and be equipped with the necessary competencies and Skills to develop and maintain a basic social media presence. Furthermore students are equipped with research Skills through report writing regarding social media.

OUTCOMES
Students should be able to:
• describe social media tools and techniques,
• discuss the purpose and functionality of social media tools and techniques,
• distinguish between the different platforms of social media in terms of suitability for business purposes,
• discuss strategies that will increase a business’ social media presence, and
• do research on fundamental issues surrounding social media.
CBE.321 STRATEGIC MARKETING

Strategic Marketing (MMK23B3)
SEMESTER MODULE
NEW NQF LEVEL 7/OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
Strategic Marketing 3B is the final module in strategic marketing. The purpose of this module is therefore to bring the topics and themes that have been covered in previous modules and courses together to develop a holistic picture of marketing and the resultant marketing strategies that are selected by the Student. This means that all topics are integrated in order to paint a complete picture of the marketing function and task of the marketing manager.

OUTCOMES
Students should be able to:
- explain the importance of strategic marketing;
- conduct an organisational analysis and refer to its effect on strategic marketing;
- conduct an industry analysis and place the organisation relative to the situation in the overall industry;
- conduct consumer analysis and discuss the implication for strategic marketing;
- indicate how organisations can obtain sustainable advantage and the various ways in which this can be done; and
- comment on the latest developments in the field of marketing and strategic marketing.

CBE.322 TAXATION

Taxation 2A (TAX02A2)
SEMESTER MODULE
NQF LEVEL 6
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce well-rounded basic theoretical concepts and ground rules regarding income tax and value-added tax. The module lays the theoretical and practical foundation for concepts and principles covered in Taxation 3A, 3B, Taxation 300 and on Honours and Postgraduate Diploma level.

OUTCOMES
Students should be able to:
- identify the taxation process in South Africa;
- explain differences between different taxes;
- explain how to use the taxation legislation;
- recognise different taxpayers;
• demonstrate how the levying section (s5(1)) is applied;
• analyse elements of gross income definition;
• discuss the “days” test in definition of a resident;
• compare the concepts of source, and deemed source;
• apply the concepts of “world-wide”;
• identify the special inclusions in income as per the definition of gross income;
• illustrate that exempt income is income that was first included in gross income, and then exempted;
• use the two tests for deductibility: Section 11(a); and Income derived from carrying on a trade – s23 and;
• demonstrate that certain amounts will not be allowed as deductions for tax purposes;
• integrate the rules of general deductions in a tax calculation;
• discuss the tax treatment of specific expense and losses;
• apply the concepts of “world-wide”;
• identify the special inclusions in income as per the definition of gross income;
• illustrate that exempt income is income that was first included in gross income, and then exempted;
• use the two tests for deductibility: Section 11(a); and Income derived from carrying on a trade – s23 and;
• demonstrate that certain amounts will not be allowed as deductions for tax purposes;
• integrate the rules of general deductions in a tax calculation;
• discuss the tax treatment of specific expense and losses;
• apply the concepts of “world-wide”;
• identify the special inclusions in income as per the definition of gross income;
• illustrate that exempt income is income that was first included in gross income, and then exempted;
• use the two tests for deductibility: Section 11(a); and Income derived from carrying on a trade – s23 and;
• demonstrate that certain amounts will not be allowed as deductions for tax purposes;
• integrate the rules of general deductions in a tax calculation;
• discuss the tax treatment of specific expense and losses;
• apply the concepts of “world-wide”;
• identify the special inclusions in income as per the definition of gross income;
• illustrate that exempt income is income that was first included in gross income, and then exempted;
• use the two tests for deductibility: Section 11(a); and Income derived from carrying on a trade – s23 and;
• demonstrate that certain amounts will not be allowed as deductions for tax purposes;
• integrate the rules of general deductions in a tax calculation;
• discuss the tax treatment of specific expense and losses;
• apply the concepts of “world-wide”;
• identify the special inclusions in income as per the definition of gross income;
• illustrate that exempt income is income that was first included in gross income, and then exempted;
• use the two tests for deductibility: Section 11(a); and Income derived from carrying on a trade – s23 and;
CALCULATION CRITERIA
A student needs a cumulative year mark of 40% to gain entrance to the last assessment opportunity in November. The year mark and last assessment mark weight is 60:40. A student needs a last assessment opportunity (exam) mark of at least 40% and a final mark of 50% to pass a module. When a supplementary assessment is written, the year mark contributes to the final mark, and the latter is capped at 50%.

PURPOSE
The purpose of this module is to introduce well-rounded basic theoretical concepts and ground rules regarding income tax and value-added tax. The module lays the theoretical and practical foundation for concepts and principles covered in Taxation 300 and on Honours and Postgraduate diploma level.

OUTCOMES
Students should be able to:
- identify amounts to be included in gross income by applying the definition of "gross income" in the Income Tax Act in respect of residents and non-residents;
- identify amounts exempt from taxable income;
- identify and calculate allowable deductions for income tax purposes by applying the general deduction formula and special deductions;
- calculate various capital allowances, as well as recoupments and scrapping allowances;
- calculate taxable capital gains;
- calculate (using the above principles) the taxable income and income tax payable by a taxpayer;
- calculate the taxation consequences of dividend declarations;
- calculate the amount payable in terms of provisional tax for a taxpayer;
- discuss whether turnover tax will be applicable to a taxpayer and calculate the amount of tax due;
- calculate the amount of value-added tax payable; and
- identify and calculate the tax implications in respect of farming.

Taxation 3A (TAX03A3)
SEMESTER MODULE
NEW NQF LEVEL 7/ OLD NQF LEVEL 6 NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to further increase a student’s practical and theoretical tax knowledge by building on the ground rules regarding income tax as well as value-added tax as introduced in Taxation 2A, and to apply the knowledge to non-residents. The module deals with the inclusion of complex taxable amounts and recoupments in the gross income of individuals and enterprises as well as the deductions available to these taxpayers.

OUTCOMES
Students should be able to:
- analyse amounts to be included in gross income by applying the definition of "gross income" in the Income Tax Act.
• analyse amounts exempt from income tax by applying the relevant section of the Income Tax Act.
• explain and calculate allowable deductions for Income Tax purposes by applying the general deduction formula and special deductions;
• explain and calculate deductions for Income Tax purposes by applying capital allowances;
• apply the income tax principles regarding trading stock;
• apply the Eighth Schedule of the Income Tax Act to situations subject to capital gains tax and calculate the taxable amount in terms of the relevant provisions in respect of assets acquired prior to and after 1 October 2001,
• explain and calculate the taxable income and income tax payable by both individuals and companies;
• discuss and calculate the Value Added Tax implications of an enterprise making taxable and exempt supplies; and
• explain and calculate dividends tax.

**Taxation 3B**
(TAX03B3)

**SEMESTER MODULE**

**NEW NQF LEVEL 7/ OLD NQF LEVEL 6**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to practically and theoretically apply the basic concepts of taxation to individuals, partnerships, companies, trusts and farmers, and to cover the taxation principles regarding capital gains tax (for individuals) as well as the rules and regulations regarding the administration and payment of taxation.

**OUTCOMES**

Students should be able to:
• identify fringe benefits and calculate the cash equivalent to include in the taxable income of an individual;
• determine the amounts exempt from the “income” of individuals by applying the relevant sections of the Income Tax Act;
• Identify and calculate the deductions available to individuals by applying the relevant sections of the Income Tax Act;
• Identify and calculate allowances attributable to the individual in gross income and calculate the amount allowed as deduction against the allowance;
• calculate the tax implications of retirement benefits for individuals;
• calculate the taxable income of a partnership and apportion it to the partners.
• calculate the amount payable in terms of employee’s tax and, provisional tax,
• calculate the amount payable in terms of donations tax and estate duty for individuals.
• discuss situations applicable to an individual that will be subject to capital gains tax and calculate the taxable amount in terms of the relevant provisions;
• prepare the tax calculation for a non-resident according to the relevant provisions in the Income Tax Act;
• apply the basic income tax provisions regarding trusts;
• analyse the rules and regulations regarding the administration and payment of taxation for individuals, partnerships, companies and trusts; and
• explain situations where the anti-avoidance provisions of the Income Tax Act would be applicable for individuals, partnerships, companies and trusts.
This module is presented to students who are studying towards the Chartered Accountancy qualification.

**CALCULATION CRITERIA**
A student needs a cumulative year mark of 40% to gain entrance to the last assessment opportunity in November. The year mark and last assessment mark weight is 60:40. A student needs a last assessment opportunity (exam) mark of at least 40% and a final mark of 50% to pass a module. When a supplementary assessment is written, the year mark contributes to the final mark, and the latter is capped at 50%.

**PURPOSE**
The purpose of Taxation 300 is to build on the basic concepts and ground rules regarding Income Tax as well as Value-Added Tax (VAT) which were introduced in Taxation 200. It deals with more complex issues of the taxation calculation that was introduced in Taxation 200.

**OUTCOMES**
Students should be able to:
- discuss and calculate the Value-Added Tax implications per the VAT Act in the case of an enterprise making taxable and exempt supplies;
- identify amounts to be included in gross income by applying the definition of "gross income" in the Income Tax Act;
- identify amounts exempt from income tax by applying section 10 of the Income Tax Act;
- identify and calculate allowable deductions for Income Tax purposes by applying the general deduction formula as well as calculate (using the above principles) the taxable income and income tax payable by an enterprise;
- apply and evaluate the income tax principles per the Income Tax Act regarding trading stock;
- identify situations subject to capital gains tax and calculate the taxable amount in terms of the relevant provision in respect of assets acquired prior to and after 1 October 2001;
- calculate provisional tax as well as the penalties payable in respect of provisional tax for an enterprise per the provisions of the Income Tax Act;
- fill out the documentation (tax returns, etc.) applicable to the above taxes.
- identify fringe benefits and determine the cash equivalent to be included in the taxable income of an individual per the provisions of the Income Tax Act;
- identify amounts exempt from tax in the hands of individuals, by applying the relevant sections of the Income Tax Act;
- include allowances attributable to the individual in gross income and calculate the amount allowed as deduction against the allowance by applying the relevant sections of the Income Tax Act;
- identify and calculate deductions available to individuals by applying the relevant sections of the Income Tax Act;
- calculate taxable income and income tax payable by applying the relevant sections of the Income Tax Act;
- calculate the portion of retirement benefits that will be exempt from taxation, and calculate tax payable according to the rating formula by applying the relevant sections of the Income Tax Act;
• calculate the taxable income of a partnership and apportion it to the partners;
• calculate the amounts payable in terms of employees’ tax, provisional tax, donations tax and estate duty;
• identify situations applicable to an individual that will be subject to capital gains tax and calculate the taxable amount in terms of the relevant provisions;
• prepare the tax calculation for a non-resident according to the relevant provisions in the Income Tax Act;
• understand the basic income tax provisions regarding trusts;
• identify situations where the anti-avoidance provisions of the Income Tax Act would be applicable; and
• explain and calculate dividends tax.

CBE.323 TAXATION PLANNING

Taxation Planning 2A and 2B are couplet modules

The definition of couplet modules is two modules in a specified year, whereby the second module builds upon the first module. The passing mark of each module is usually 50%, but a student who did not obtain the required 50% in the first module but obtained for this module a minimum mark of 40% in the last assessment opportunity (exam) and a final mark of at least 40%, will be granted entry to the second module. To obtain credit for both modules, the second module must be passed and an average of 50% for both modules has to be obtained by the student. Credit can be obtained for the second module if a final mark of 50% is obtained for this module, and not an average of 50% for both modules. If the first module is repeated while a credit has already been obtained for the second module, the first module must be passed on its own. A student who qualifies for a supplementary assessment on a couplet module and obtained a last assessment opportunity mark (exam mark) of at least 40% can choose if he/she want to write the supplementary or retain credit on the original final mark. Should he/she choose to write the supplementary assessment, but fail the module; the highest mark between the original and supplementary assessment mark will be used to retain the credit.

Taxation Planning 2A (TXP02A2)
COUPLET MODULE
NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is firstly to introduce the basic concepts and ground rules regarding Income Tax. Thereafter taxation consequences for individuals will be discussed.

OUTCOMES
Students should be able to:
• explain difference between different taxes;
• explain how to use the taxation legislation and;
• recognise different taxpayers;
• demonstrate how the levying section (s5(1)) is applied;
• analyse elements of gross income definition;
• interpret definition of resident as per Income Tax Act;
• discuss the “days” test in definition of a resident;
• compare the concepts of source, and deemed source;
• apply the concept of “world-wide”;
• identify the special inclusions in income as per the definition of gross income;
• illustrate that exempt income is income that was first included in gross income, and the
  exempted;
• illustrate the taxation consequences of the income from Collective investment
  schemes;
• use the two tests for deductibility: section 11(a); and income derived from carrying on
  a trade – s23;
• demonstrate that certain amounts will not be allowed as deductions for tax purpose;
• integrate the rules of general deductions in a tax calculation;
• discuss the tax treatment of specific expenses and losses;
• apply the special deductions per s11;
• explain how to calculate taxable income of a company starting with the accounting
  net profit before tax;
• compare repairs and improvements;
• analyse and apply the case law on repairs;
• recognise assets subjects to the basic capital allowances;
• calculate the Income Tax consequences of the disposal of assets (excluding Capital
  Gains Tax effect);
• illustrate where CGT fits on the tax framework;
• examine the capital gains tax provisions in respect of an individual;
• formulate the Income Tax consequences of different salary structures and fringe
  benefits;
• calculate the Income Tax consequences of Employer/Employee insurance
  agreements;
• apply the taxation consequences of certain types of Investment income;
• predict the tax consequences of a sole-proprietor;
• distinguish and apply assessed losses in terms of S20A;
• list the taxation consequences of certain insurance benefits,
• illustrate the principles of employees’ taxation,
• argue whether transactions will be subject to donations tax,
• discuss the difference in terms of taxation treatment between residents and non-
  residents in respect of employment income,
• explain the income tax treatment of a partnership
• demonstrate a basic knowledge regarding the basic taxation treatment of trusts,
• discuss the tax planning opportunities in respect of trusts and estates,
• use the framework to calculate estate duty, and
• practise the basic concepts in respect of estate planning.

Taxation Planning 2B
COUPLET MODULE
NQF LEVEL 6

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to expand on the basic concepts and ground rules regarding Income Tax (VAT) studied during the first semester and introduce Value Added Tax. The student will be introduced to the types of business taxation rules and requirements likely to affect a company (in respect of itself and its employees). The basic concepts regarding withholding tax and international tax principles will be discussed.

OUTCOMES
Students should be able to:
- apply the concept of *ad valorem* taxes;
- differentiate that VAT is a tax separate from Income Tax;
- describe the mechanism of value-added tax, in which businesses are liable for tax on their outputs less credits for tax on their inputs;
- apply the rules regarding the payment of VAT by a vendor;
- analyse the concept of supply of goods & services;
- assess the different kinds of supply;
- apply the provisions regarding the time and value of a supply;
- choose the tax rates applicable to different kinds of companies;
- discuss the basic taxation consequences of trading stock;
- prepare a basic STC calculation;
- sketch the tax consequences of a leasehold premium;
- sketch the tax consequences of a leasehold improvement;
- apply the tax consequences of various types of intellectual property;
- sketch the tax consequences of finance leases;
- list the tax allowance in respect of studentship agreements;
- list the tax allowances in respect of Strategic Development projects and Urban development zones;
- categorise Small Business Corporations (SBC);
- formulate the special allowances available to a SBC;
- apply the income tax principles to calculate the income tax liability of a SBC;
- identify pre-trading expenditure and losses that can be claimed in terms of s11A;
- identify both the Income Tax and VAT consequences of a transaction;
- identify the VAT portion included in an amount when calculating the Income Tax consequences;
- explain the CGT consequences on transactions typical to companies;
- identify and calculate the capital gains tax implications of part disposal of assets;
- select the method to value assets acquired prior to 1 October 2001;
- examine assessed losses;
- integrate the assessed loss in the current year Income Tax Calculation;
- identify assessed losses that should be ring fenced;
- calculate payments subject to withholding taxes;
- argue who should withhold the tax;
- discuss who is responsible for the tax liability;
- formulate the basic concepts of international taxation;
- apply the connected persons provisions;
- illustrate the effect of connected person transactions on capital allowances and VAT;
- formulate the concept of ‘group of companies’;
- assess whether companies will qualify for the relief of terms of s42 and s45;
- predict the relief available in terms of s42 and s45;
- compare tax evasion and tax avoidance;
- differentiate the three provisional tax payments due by a company and individual;
- classify how provisional tax payments slots into the Income Tax calculation;
argue the need for record-keeping and record retention that may be additional to that required for financial accounting purposes;
argue the need for deadlines for reporting (filling returns) and tax payments; and
arrange the types of powers of tax authorities to ensure compliance with tax rules.

CBE.324 TOURISM DESTINATIONS

Tourism Destinations A (TRD2AA2)
SEMINTER MODULE
NQF LEVEL: 6
CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
This purpose of this module is to develop the student's competencies in destination development. The student will gain the necessary skills and knowledge regarding the interaction of the ecological system that links human beings to their environment, and spatial systems that link geographic regions for tourism.

OUTCOMES
- Illustrate/Explain key geographic concepts (e.g. species, ecosystems) and their functioning within spatial systems for tourism,
- Describe diverse environmental aspects (e.g. seasonality, vegetation zones, crime) that influence local, regional and national tourism
- Describe the fundamentals of travel between locations for tourism; and
- Identify how the world climate affects travel impacting on attractions, access and activities.

Tourism Destinations B (TRD2BB2)
SEMINTER MODULE
NQF LEVEL: 6
CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module Tourism Destinations B is to provide students with an understanding of the growth, development and changes that are occurring within tourism, leisure and recreation. The student will gain an understanding of the positioning of tourism, leisure and recreation within contemporary settings.

OUTCOMES
Students should be able to:
- Examine key features of contemporary tourism, leisure and recreation, as they find expression in particular places, and to locate them within broader processes of local-global interaction;
Employ a series of well-recognised concepts that relate to tourism, leisure and recreation in order to achieve a more progressive level of understanding of the spatial processes at work;

Demonstrate a critical awareness of the role of theory in providing understanding of the spatial dimensions of tourism, leisure and recreation; and

Explain the demand, supply, performance and sustainability of tourism, leisure and recreation within spatial settings.

CBE.325 TOURISM DEVELOPMENT

**Tourism Development 1A**  
(TOU11A1)  
SEMESTER MODULE  
NQF LEVEL: 5  
NQF CREDITS: 16

**CALCULATION CRITERIA**  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**  
The purpose of this module is to provide students with an understanding of the tourism industry as an interrelated system. The module unpacks the various interrelated sectors and role players in tourism, the role of tourist destinations, as well as the demand and supply factors of tourism.

**OUTCOMES**  
Students should be able to:
- Explore the role and importance of the tourism industry as an interrelated system;
- Demonstrate an understanding of transportation, accommodation, attractions, events and the role of intermediaries as part of the tourism system Discuss demand and supply factors in tourism; and
- Demonstrate and understand the role of tourist destinations part of the tourism system.

**Tourism Development 1B**  
(TOU21B1)  
SEMESTER MODULE  
NQF LEVEL: 5  
NQF CREDITS: 16

**CALCULATION CRITERIA**  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**  
The purpose of this module is to provide students with insight and knowledge to understand the different types of tourism impacts on economic, social and environmental aspects of various types of tourism attractions and destinations in the developing world.

**OUTCOMES**  
Students should be able to:
- Describe third world trends in tourism product development ;
• Distinguish between the main type of tourism products;
• Describe the interconnectedness between rural and urban communities and tourism development;
• Appreciate positive and negative economic, social, cultural and environmental impacts of developing tourism attractions;
• Describe the main characteristics of sustainable and responsible tourism development in South Africa; and
• Identify and discuss new world and South African trends in tourism product development.

Tourism Development 2A (TOU12A2)
SEMESTER MODULE
NQF LEVEL: 6 NQF CREDITS: 16
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module, Tourism Development 2A, is to provide students with knowledge about the effective use of various levels and models of tourism planning in South Africa.

OUTCOMES
Students should be able to:
• Distinguish between different planning levels in tourism development;
• Discuss the respective roles and responsibilities of different agents of tourism development;
• Understand the relationship and interdependence between national, regional and local tourism destination planning; and
• Understand the main methods for monitoring and evaluating tourism impacts.

Tourism Development 2B (TOU22B2)
SEMESTER MODULE
NQF LEVEL: 6 NQF CREDITS: 16
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with knowledge on ongoing debates on sustainable and responsible principles.

OUTCOMES
Students should be able to:
• Understand tourism destination development in context
• Understand and contribute in the ongoing debates around sustainable and responsible tourism
• Apply principles of sustainable and responsible tourism on local destination development
• Understand the role of destination development in poverty alleviation and job creation in South Africa.

**Tourism Development 3A**

**SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to provide students with an understanding of the main issues relevant to development and management of tourism destinations.

**OUTCOMES**

Students should be able to:

• Conceptualise evolutionary models of tourism developments at the destination level;
• Differentiate between the main types of tourism destination developments;
• Evaluate environmental assessment strategies applicable to destination development; and
• Understand the role of Destination Management Organisations (DMO) in securing sustainable growth of tourism destinations.

**Tourism Development 3B**

**SEMESTER MODULE**

**NQF LEVEL: 7**

**NQF CREDITS: 16**

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is for students to understand the main elements and principles fundamental to sustainable development and management of tourism development in Africa and South Africa.

**OUTCOMES**

Students should be able to:

• Conceptualise the models of urban and rural destination development and management;
• Differentiate between the main types of community-based tourism developments;
• Examine the effectiveness of tourism development in poverty alleviation and job creation in developing economies; and
• Illustrate the effectiveness of South African tourism development strategic and policy framework.
CBE.326 TOURISM MANAGEMENT

Tourism Management 1A
SEASON MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce students to the main themes and concepts of business management in a tourism context. Students will understand the concepts of planning, organizing, leading and controlling a tourism and hospitality enterprise within a local and global environment.

OUTCOMES
Students should be able to:
- Explain what business management is about and relate it to tourism management;
- List and describe the functions of a tourism manager, at different levels of management;
- Explain tourism and hospitality entrepreneurship, and the different types of entrepreneur;
- Explain how to establish a business and distinguish different legal forms of ownership; and
- Identify internal and external variables in the business environment.

Tourism Management 1B
SEASON MODULE
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce tourism students to the field of general management, and develop a student who can clearly demonstrate a focused knowledge on the issues of the manager and the development of management theory as well as the functional areas of a business, namely operations management, human resource management, marketing management, financial management, and purchasing and supply management.

OUTCOMES
Students should be able to:
- Explore the role and importance of operations, human resources, marketing and financial management in the organisation; and
- Discuss the role and importance of purchasing and supply management in the organisation.
Tourism Management 2A (TRM2AA2)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with an overall basic understanding of key human resource management issues. Students will acquire a working understanding of human resource functions such as: job analysis, recruitment and selection processes, induction, motivation, training and development, group-work, leadership and performance management.

OUTCOMES
Students should be able to:
• Understand the function and role of HR practices;
• Explain the steps and stages of the employment process, including job analysis
• Demonstrate an understanding of motivational theories and their application in HR, including performance enhancement and management
• Understand the role of employees and unions in the labour market
• Analyse and demonstrate an understanding of the legislation within South Africa
• Understand the impacts of conflict in the workplace

Tourism Management 2B (TRM2BB2)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip students with the necessary knowledge in applying basic accounting principles for effective financial decision-making in the tourism organization. Students will receive guidance on how to manage the tourism business in a sustainable financial way by the integration of foundational, practical and reflective competence.

OUTCOMES
Students should be able to:
• Understand the basic principles of accounting that are used to provide financial information to make economic decisions for the tourism organization.

Tourism Management 3A (TRM3AA3)
SEMESTER MODULE
NQF LEVEL: 7
CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to expose students to an introduction of strategic management in the context of a business environment. The module aims to provide students with the necessary skills to formulate an outcome orientated vision and mission, design objectives and values based on strategic planning, provide context for effective business strategy generation, implementation and evaluation.

OUTCOMES
Students should be able to:
- Understand the nature and process of strategic management in a business environment; and
- Understand business strategy formulation, implementation and evaluation.

Tourism Management 3B (TRM3BB3)
SEMMETER MODULE
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is for students to understand the contemporary paradigms associated with the quest for building a sustained competitive advantage in a complex business environment. The module provides students with an understanding of corporate culture, corporate social responsibility, environmental sustainability and management information systems.

OUTCOMES
Students should be able to:
- Understand the rationale of business strategy and the quest for competitive advantage; and
- Conceptualise corporate culture, corporate social responsibility, environmental sustainability, ethics and management information systems as drivers of a successful business.

CBE.327 TOURISM MARKETING

Tourism Marketing 1A (TOM1AA1)
SEMMETER MODULE
NQF LEVEL: 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to introduce tourism students to the basic principles of marketing, mainly in a consumer product context. On a practical level, the student will have attained the necessary knowledge to identify and understand basic consumer behaviour and market segmentation.

OUTCOMES
Students should be able to:
- Understand the basic introduction to the purpose of marketing;
- Understanding of consumer behaviour and consumer expectation;
- Provide an overview of market segmentation;
- Understanding of positioning in a competitive environment; and
- Understanding and identifying marketing ethics and principles.

Tourism Marketing 1B  
SEMESTER MODULE  
NQF LEVEL: 5  
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce familiarising the student with the product, pricing, distribution and promotion elements of the marketing mix.

OUTCOMES
Students should be able to:
- Investigate and develop the tourism industry (tangible and intangible products and services) using relevant models to analyse the environment
- Understand the concept of product or service: including life cycle and development, branding and packaging
- Investigate price: strategies applying relevant models
- Investigate distribution: strategies applying relevant models; and
- Investigate promotion: methods and utilising various models and information systems.

Tourism Marketing 2A  
SEMESTER MODULE  
NQF LEVEL: 6  
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip tourism students with knowledge to apply aspects of service and relationship marketing in tourism service businesses.

OUTCOMES
Students should be able to:
Focus on the unique challenges of developing marketing strategies for service products;
• Understanding the role of public relations as a marketing tool;
• To investigate the role of customer relationship management;
• To extend the 7Ps into the digital environment; and
• Introduction to marketing research.

Tourism Marketing 2B
(SEMESTER MODULE)
NQF LEVEL: 6
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to equip tourism students with knowledge and understanding of value creation as derived from marketing activities from an open systems perspective. Students will be introduced to the concept of value chain analysis for the marketing function.

OUTCOMES
Students should be able to:
• Understand the interrelatedness of value creation as derived from marketing activities across all business functions
• Understand the concept of value chains and value chain analysis for the marketing function; and
• Understand the requirement to continuously adapt the marketing product/service as a value creator in response to business challenges in line with the business strategy

CBE.328 TOURISM RESEARCH PROJECT

Tourism Research Project A
(SEMESTER MODULE)
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Full Period Mark Weight – 100%
Examination Mark Weight –0%

PURPOSE
The purpose of Tourism Research Project A is for students to apply theoretical knowledge and research skills in the identification of a research problem and a compilation of a research proposal.

OUTCOMES
Students should be able to:
• Reflect on theoretical knowledge to identify a research problem and compile and present a research proposal topic;
• Compile and present a research proposal.
Tourism Research Project B  
(SEMESTER MODULE)
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Full Period Mark Weight – 100%
Examination Mark Weight –0%

PURPOSE
The purpose of Tourism Research Project B is for students to complete field work, analysis and compile a final research report based on their chosen research topic in Tourism Research Project A.

OUTCOMES
Students should be able to:
- Produce a final research report on chosen research topic from Tourism Research Project A.

CBE.329 TRANSPORT ECONOMICS

Transport Economics 1A  
(SEMESTER MODULE)
NQF LEVEL: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the students with intellectual knowledge and applied competence in the understanding and interpreting of the functions of transport and its contribution to the national economy. Students should be prepared to apply principles of supply and demand to the transport sector; and should have developed the intellectual competency to be able to analyse the relationships between transport facilities, economic growth and development and between transport costing and tariff setting. The student should be able to reflect on the transport function in the field of supply chain management.

OUTCOMES
Students should be able to:
- Explain and apply micro- and macro-economic principles in transport markets,
- Reflect on the link between economic development and the levels of both freight and passenger transport; the role of transport in the operation of the economy,
- Understand the law of demand and supply the main factors that impact upon the general demand and supply of transport services as well as individual transport modes,
- Be equipped with knowledge of elasticity of demand and to understand its importance in the planning of transport services and in the analysis of such markets,
- Understand how time is divided in economics, the behaviour of transport costs in the short and long runs, position of profit maximisation for the provider of transport
services,
- Reflect on perfect and imperfect market structures and their high prevalence in transport markets and price discrimination in the pricing of transport markets,
- Understand forms of regulation and the rationale for and drawbacks of regulatory measures and transport subsidies, and
- Reflect on some of the major economic issues surrounding road haulage, rail freight, air cargo and maritime transport.

**Transport Economics 1B**

(TRE21B1)

**SEMESTER MODULE**

NQF LEVEL: 5  
NQF CREDITS: 16

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**

The purpose of this module is to provide students with the intellectual competence on the operation of road freight transport; be able to scan the internal as well as external environment of a road transport undertaking and reflect on the importance of planning, selection of vehicles, replacement of vehicles, customer service, etc. Students must apply sound road transport management principles.

**OUTCOMES**

Students should be able to:
- reflect on the way in which a road transport operation is structured managerially; the approach to business by public and private transport operators; the advantages and disadvantages of private transport; and the role of transport in the economy of a country,
- formulate a strategic plan to reach objectives for the organisation in a transport environment, and apply this concept in a defined environment,
- reflect on the need to select the correct vehicle for a particular operation which is essential to enable an organisation to perform according to the needs of its clients,
- assess the investment opportunity within the road freight transport industry, and
- reflect on the necessity to satisfy client demand and measure performance in the road freight operations in this and other respects.

**Transport Economics 2A**

(TRE12A2)

**SEMESTER MODULE**

NQF LEVEL: 6  
NQF CREDITS: 16

**CALCULATION CRITERIA**

Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**RAIL TRANSPORT**

**PURPOSE**

The purpose of this part of the module is to introduce the student to the role and importance of rail transport in South Africa and the national economy. The student will be required to apply various operational and management principles to rail transport and to reflect on the applications made. The module will develop the student’s intellectual
competency to be able to analyse, transform and evaluate the aspects of costing and pricing in rail transport.

OUTCOMES
Students should be able to:
- describe the historical development of railways in South Africa since 1860,
- explain the competitive position of railways in relation to road transport,
- identify the factors that influence inter-regional cooperation between railways in Southern Africa, and
- discuss future strategies for railway management.

URBAN TRANSPORT
PURPOSE
The purpose of this part of the module is to introduce the student to the theory of public passenger transport and enable them to reflect on its impact on the economy. The legislative background and policy issues which affect cost and efficiency will be highlighted. The students will be prepared to analyse and evaluate information on aspects with regard to the role of institutional structures in public passenger transport and reflect on the policy and legislation involved in resolving transport problems.

OUTCOMES
Students should be able to:
- describe the characteristics of transport modes and reflect on the importance of public transport in facilitating orderly urban development,
- explain the nature of urban transport problems, their interrelationships, and the objectives of government policy in addressing the problems,
- distinguish between formal and informal public transport, compare the different approaches towards the regulation of transport and comment on the effectiveness of transport administration, and
- describe the concept of “social equity” in transport and the measures required to achieve social equity.

Transport Economics 2B (TRE22B2)
SEMIESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

MARITIME TRANSPORT
PURPOSE
The purpose of this part of the module is to provide the student with an overview of the role and importance of maritime transport in global supply chain management. Upon completion of the module, the student should have developed the intellectual competency to understand the maritime industry and analyse and apply various maritime models and aspects useful in management decision-making.

OUTCOMES
Students should be able to:
- Critically explain maritime economics and the shipping environment from a local and international perspective,
- Distinguish between the different market forms in the shipping industry,
• Discuss port economics and trends in the shipping industry,
• Evaluate the role and importance of maritime transport in South Africa and the national economy,
• Apply various operational and management principles and concepts in maritime transport and reflect on the applications made to resolve contextual and abstract problems, and
• Analyse and evaluate various aspects of port management and operations.

AIR TRANSPORT
PURPOSE
The purpose of this part of the module is to provide the student with an overview of the role and importance of air transport as a mode of transport. Upon completion of the module the student should have developed the intellectual competency to understand the air transport environment and analyse important air transport factors useful in decision-making.

OUTCOMES
Students should be able to:
• Discuss the introduction and background to air transport,
• Describe important air transport associations and organisations,
• Explain the demand for and supply of air transport,
• Distinguish between the various airfreight activities,
• Identify and discuss the steps involved in the fleet planning and selection process, and
• Evaluate the airport planning process.

Transport Economics 3A       (TRE13A3)
SEMESTER MODULE
NQF LEVEL:  7                NQF CREDITS:  16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the student to the field of public policy in a manner that is useful for management decision-making and the important role of policy development within the public sector. The student can reflect on critical policy processes such as policy needs, design, implementation, evaluation and programme and project management and assess public sector policy and decisions impacting on the transport and logistics sectors. The student also needs to comprehend the social dimension of transport by critically examining the linkage between social policy goals and transport policy.

OUTCOMES
Students should be able to:
• Summarise public policy, its role and importance to contemporary socio-economic environment,
• Explain how policy intervention addresses market failure,
• Explain the interconnectivity of the major policy foci regarding policy needs, policy agenda setting, policy design, policy decision making, policy implementation and policy evaluation,
• Relate and contextualize public policy to transport sector policies,
- Apply the public policy principles of regulation, equity and liberalisation in order to assess efficiencies in the transport sector,
- Examine the function of key role players (both the public and corporate sectors) in policy decision making,
- Examine the social dimension of transport and the connection between social policy goals and transport policy.

**Transport Economics 3B**  
(TRE23B3)  
SEMESTER MODULE  
NQF LEVEL: 7  
NQF CREDITS: 16

**CALCULATION CRITERIA**  
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

**PURPOSE**  
The purpose of this module is to introduce the student to the field of transportation planning within the public sector. The student will be required to reflect on the relevance and importance of transportation planning in an urban area as well as consider various aspects that is useful in management decision making. The importance of transportation planning in creating sustainable transport environments will also be highlighted.

**OUTCOMES**  
Students should be able to:  
- evaluate the role of mobility and accessibility in people’s lives;  
- identify and evaluate the different stake holders in transportation planning and reflect on their individual roles and responsibilities particularly in the context of a team scenario;  
- plan and undertake research in the transportation planning field, including gathering, analysing and interpreting related information, using the appropriate management technology, and reflecting upon the research undertaken;  
- communicate effectively, in writing and/or orally, with respect to issues in transportation planning, and reflect upon the communication undertaken;  
- analyse international and national approaches to the transportation planning process in the public sector, reflecting on the Skills and capabilities required by those involved.
SECTION L: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF SERVICE MODULES OFFERED BY THE COLLEGE OF BUSINESS AND ECONOMICS FOR DEGREES IN OTHER FACULTIES.

CBE.330 BASIC COMPUTING LITERACY

BASIC COMPUTING LITERACY (BSL01A1)

SEMESTER MODULE
NQF LEVEL 5 NQF CREDITS: 10

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the students to basic IT (information technology) terms, Skills and the basic components of a computer. The students will be able to manipulate files and use word processing, spreadsheet applications, application to solve business problems and to use presentation software. The students will also be able to search the internet and utilize e-mail.

OUTCOMES
Students should be able to:
- explain concepts and terms associated with information technology (IT);
- demonstrate the ability in using common functions of a pc and its operating system;
- demonstrate the ability to use a word processing application on a computer;
- demonstrate the ability to use a presentation application on a computer;
- explain concepts and terms associated with using the internet;
- demonstrate the ability to use e-mail software on a computer, and
- demonstrate the ability to use a spreadsheet application on a computer

CBE.331 BASIC PROGRAMMING

BASIC PROGRAMMING (BSP01B1)

SEMESTER MODULE
NQF LEVEL: 5 NQF CREDITS: 10

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is to introduce the students to various basic programming concepts and implementation of these concepts. It provides an introduction to a programming environment, assuming that the Student does not have any previous knowledge or experience of any programming languages. This course is meant for
beginner programmers and allows the students to quickly build useful programs while learning the basics of structured and object-oriented programming techniques. This course is aimed at developing the students programming and logic abilities.

OUTCOMES
Students should be able to:
- explain what is meant by object-oriented programming,
- design a program making use of diagrams,
- create a program that makes use of object-oriented programming,
- create a program where output and calculations are used,
- create a program that makes use of input,
- create a program that makes use of methods,
- describe how selection is utilized within a program,
- describe and differentiate between the various types of loops, and
- create a program that makes use of various types of loops.

CBE.332 ENTREPRENEURSHIP

Entrepreneurship 1  (BAEN6A1)
SEMESTER MODULE
NQF LEVEL: 5  NQF CREDITS: 16

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is to equip students with a thorough introduction to entrepreneurship theories, and the entrepreneurial mind-set, in order to prepare them to successfully plan, launch and manage their own venture in various occupational contexts. To equip students to think conceptually about business start-up strategies and legal issues, as well as how to protect their interests, ideas and concepts.

OUTCOMES
Students should be able to:
- Identify The Legal Challenges in Entrepreneurship Ventures
- Understand The Legislative Requirements That May Affect Business such as: Know The Impact of Debt Agreements – Security, Surety Understand The Impact of Bankruptcy Know How To Protect Your Interests, Ideas and Concepts Through:  
  - Know The Difference between Franchises and Own Start-up; and
  - Know Different Start-up Strategies

Entrepreneurship 2  (BAEN6A2)
SEMESTER MODULE
NQF LEVEL: 6  NQF CREDITS: 16

CALCULATION CRITERIA
Continuous Assessment

PURPOSE
The purpose of this module is to identify opportunities through the use of creativity and innovation for a new or existing venture and be able to analyse the feasibility of different ideas, and turn it into a business plan. To understand the business environment as well
as the successful management of a business venture. This includes the productive management of limited resources to obtain a profitable result.

OUTCOMES
Students should be able to:
- Understand the importance of integrity to small businesses.
- Discuss the broad-based strategy options and focus strategies for a new venture.
- Demonstrate an understanding of pros and cons of franchising and the reasons for buying an existing business.
- Write a business plan and understand other components of a business plan; and
- Fully grasp the meaning and purpose of financial statements.

CBE.333 HUMAN RESOURCE MANAGEMENT

Human Resource Management 1A (MHB1A01)
SEMESTER MODULE
NQF Level: 5 NQF CREDITS: 16

CALCULATION CRITERIA
- Minimum Full Period Mark for Examination Admission – 40%
- Full Period Mark Weight – 50%
- Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with the ability to understand and describe the field of Human Resource Management and its associated fields of study with specific reference to the history, roles and functions of Human Resource Management. The module focuses on the national and world class HR practices within the organisational context.

OUTCOMES
Students should be able to:
- define Human Resource Management as field of study explaining the meaning of strategic Human Resource Management,
- explain the interrelationships of Human Resource Management with Psychology, Industrial Psychology, Sociology, Communication, etc.,
- discuss the role of professional bodies in Human Resource Management,
- compare the different management theories in explaining the development of Human Resource Management,
- discuss the systems theory and apply it to Human Resource Management processes,
- discuss the impact of different variables and changing trends at global level on Human Resource Management in South Africa,
- discuss the implications of business challenges for Human Resource Management as a profession,
- illustrate and discuss the Human Resource Management function as part of the organisational structure,
- explain the outcomes and roles of Human Resource Management within the context of small, medium and large organisations, and
- discuss the different Human Resource Management functions.
Human Resource Management 1B
SEMESTER MODULE
NQF Level: 5
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with the ability to define Human Resource provisioning in the Southern African context as part of the larger organisational system and the global village. A systems planning focus for the attraction, recruitment, selection, induction of staff and individual career management in the organisation is explained. Students will further be introduced to various concepts in career planning and will be assisted in applying career planning and management concepts to themselves.

OUTCOMES
Students should be able to:
- define Human Resource provisioning
- describe the history of Human Resource Management,
- debate the challenges of managing diversity in the workplace,
- discuss the history of Human Resource planning and its links with organisational strategy,
- compile an HR provisioning plan,
- develop a recruitment and selection strategy, and
- analyse the Basic Conditions of Employment Act and other relevant information.

CBE.334 INFORMATION TECHNOLOGY MANAGEMENT

Information Technology Management 1A
SEMESTER MODULE
NQF LEVEL: 5
NQF Credits: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the students to basic Information Technology (IT) terms, skills and the basic components of a computer. The students will be able to manipulate files and use various applications to solve business problems.

OUTCOMES
Students should be able to:
- explain concepts and terms associated with Information Technology (IT);
- demonstrate the ability to use common functions of a PC and its operating system; and
- demonstrate the ability to use a word processing, spreadsheet and presentation application.
**Information Technology Management 1B**  
**SEMESTER MODULE**  
**NQF LEVEL:** 5  
**NQF Credits:** 16

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**
The purpose of this module is to expose Students to the management of enterprise technologies and how these enterprise technologies can be used to implement the organisational strategies. The focus is on positioning information technology within the organisation as well as the management of the infrastructure component of IT management.

**OUTCOMES**
Students should be able to:
- describe the role of information technology in supporting the organisation as an entity;
- define information systems and describe the various types of information systems and categorise specific systems;
- understand the role of networking, communications and collaboration capabilities for organisations;
- describe electronic commerce, its scope, benefits, limitations and types; and
- discuss the characteristics and attributes of mobile computing and mobile commerce.

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**Information Technology Management 2A**  
**SEMESTER MODULE**  
**NQF LEVEL:** 5  
**NQF Credits:** 16

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**
The purpose of this module is to contextualize IT Service Delivery, and to provide students with background knowledge on the IT Service Delivery processes.

**OUTCOMES**
Students should be able to:
- explain the context in which IT Service Delivery takes place;
- explain the major processes and activities required for IT Service Delivery; and
- explain the each individual process and its activities required for IT Service Delivery.

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**Information Technology Management 2B**  
**SEMESTER MODULE**  
**NQF LEVEL:** 5  
**NQF Credits:** 16

**CALCULATION CRITERIA**
PURPOSE
The purpose of this module is to contextualize IT Service Support, and to provide students with background knowledge on the IT Service Support processes.

OUTCOMES
Students should be able to:

- explain the context in which IT Service Support takes place;
- explain the major processes and activities required for IT Service Support; and
- explain the individual process and its activities required for IT Service Support.

Information Technology Management 3A
(ITB3A01)
SEMESTER MODULE
NQF LEVEL: 6
NQF Credits: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce the concept of business analysis as a liaison among stakeholders in order to elicit, analyse, communicate and validate requirements for changes to business processes, policies and information systems. The business analyst understands business problems and opportunities in the context of the requirements and recommends solutions that enable the organisation to achieve its goals.

OUTCOMES
- define the tasks associated with the planning and monitoring of business analysis activities throughout the requirements process,
- collect and analyse activities to communicate the output of requirements management to all relevant stakeholders,
- analyse the business situation to understand the business problems and opportunities and assess the current and future views of the organisation to understand the change needed to meet business needs and achieve strategic goals, and
- understand the techniques used to elicit requirements and distinguish between appropriate techniques.

Information Technology Management 3B
(ITB3B01)
SEMESTER MODULE
NQF LEVEL: 6
NQF Credits: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to provide students with background knowledge on the IT Service Support processes, and the basic principles involved in legal, ethical and social issues in the use of IT within the organisational context.

OUTCOMES
Students should be able to:

- explain the each individual process and its activities required for IT Service Support;
- explain the need for ethics for IT Professionals and IT Users; and
- explain the different legislative requirements for IT.

CBE.335 PROJECT MANAGEMENT

Project Management 3B
(PJB3B21)
SEMESTER MODULE
NQF LEVEL: 7
NQF Credits: 14

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide the student with a wide range of theoretical and some practical knowledge in the field of project management.

OUTCOMES
Introduction to generic project management including project definition, life cycle, management functions, project constraints, terminology and general education and ethical issues; project initiation including project proposal and scoping, statement of work, selection, organisation and administration, communication and negotiation; project implementation including planning, financing, scheduling, resourcing, monitoring and control; project termination including auditing, termination and reporting; latest developments in project management including future considerations, impacts on private and public sector, demographics, information technology, and career paths of the project manager.

CBE.336 METHODOLOGY & PRACTICUM: S ROLE SCHOOL LIC

Methodology and Practicum: S Role School Lic 3A
(SLI13A3)
SEMESTER MODULE
NQF LEVEL: 7
NQF Credits: 8

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to assist students in developing sufficient knowledge and skills to enable them to fulfil the role of Information Management (IM) Support Specialist.
in a secondary school. For this module, the IM Support Specialist role focuses on the School Library and Information Centre in the Knowledge Economy. Attention is given to the concepts of the knowledge economy, mobile technologies, etc. and students are equipped with research skills through report writing regarding these aspects.

**OUTCOMES**
Students should be able to:
- critically reflect on the information economy and the knowledge economy;
- indicate the challenges of the School Library and Information Centre in the knowledge economy;
- demonstrate an understanding of the application of mobile technologies in the School Library and Information Centre;
- describe the application of Knowledge Management principles in the School Library and Information Centre environment;
- do research on fundamental knowledge economy issues; and
- clarify key concepts.

**Methodology and Practicum: S Role School Lic 3B** (SLI23B3)

**SEMESTER MODULE**
NQF LEVEL: 7

**NQF Credits: 8**

**CALCULATION CRITERIA**
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

**PURPOSE**
The purpose of this module is to assist students in developing sufficient knowledge and skills to enable them to fulfil the role of Information Management (IM) Support Specialist in a secondary school. For this module, the IM Support Specialist role focuses on the School Library and Information Centre in the Forth Industrial Revolution (4IR). Attention is given to the concepts of 4IR, disruptive technologies, etc. and students are equipped with research skills through report writing regarding these aspects.

**OUTCOMES**
Students should be able to:
- critically reflect on the 4IR and School Library and Information Centre in South Africa;
- critically debate the positive (opportunities) as well as the negative (threats) sides of the 4IR and the School Library and Information Centre;
- demonstrate an understanding of the concept of disruptive technologies as applicable to the School Library and Information Centre environment;
- do research on fundamental 4IR issues; and
- clarify key concepts.

**CBE.337 SCHOOL LIBRARY AND INFORMATION CENTRE SUPPORT**

**School Library and Information Centre Support 1A** (SLI11A1)

**SEMESTER MODULE**
NQF LEVEL: 6

**NQF Credits: 16**
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to assist students in developing sufficient knowledge and skills to enable them to fulfil the role of Information Management (IM) Support Specialist in a secondary school. For this module, the IM Support Specialist role focuses on the development of an understanding of the role and function of the school library and information centre.

OUTCOMES
Students should be able to:
- demonstrate theoretical knowledge the history of recorded information;
- differentiate between the types of libraries;
- demonstrate a general orientation to library and information services;
- describe the different components of the bibliographic chain; and
- clarify key concepts.

School Library and Information Centre Support 1B (SLI21B1)
SEMESTER MODULE
NQF LEVEL: 5
NQF Credits: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to assist students in developing sufficient knowledge and skills to enable them to fulfil the role of Information Management (IM) Support Specialist in a secondary school. For this module, the IM Support Specialist role focuses on the development of an understanding of the administration and management of a school library and information centre.

OUTCOMES
Students should be able to:
- identify and compare the different technical services in a school library and information centre;
- describe the library and information technologies inside the school library and information centre;
- demonstrate theoretical knowledge the information sources and tools available for reference works; and
- clarify key concepts.

School Library and Information Centre Support 2A (SLI12A2)
SEMESTER MODULE
NQF LEVEL: 6
NQF Credits: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
PURPOSE
The purpose of this module is to assist students in developing sufficient knowledge and skills to enable them to fulfil the role of Information Management (IM) Support Specialist in a secondary school. For this module, the IM Support Specialist role focuses on the development of information collections.

OUTCOMES
Students should be able to:
- demonstrate theoretical knowledge of the history of the Internet and the Web;
- demonstrate an understanding of how to use Web search engines;
- discuss the importance of Information literacy;
- explain the importance of information ethics in information seeking behaviour; and
- clarify key concepts.
SECTION M: CALCULATION CRITERIA, PURPOSE AND OUTCOMES OF SERVICE MODULES OFFERED BY OTHER FACULTIES FOR DEGREE PROGRAMMES IN THE COLLEGE OF BUSINESS AND ECONOMICS

CBE.338 AFRICAN INSIGHTS

African Insights (AFINSA1)
NQF LEVEL 5
NQF CREDITS: 15

African Insights (AFINSA1) is a compulsory module for all first year undergraduate students of the University of Johannesburg. Upon completing the module a student’s academic record will reflect the successful completion of the module. These credits do not count towards the minimum credits needed to complete the chosen qualification. African Insights is a fully online module that is offered over thirteen weeks. All student support will take place online. A student can enrol and complete the module at any time during the first year of study. The completion of this module is required to graduate.

PURPOSE
The purpose of the module is to develop an appreciation of Africa’s many and rich inheritances and to familiarise students with Africa’s “great” ideas and issues. An appreciation will be developed for Africa and its place in the world by providing the theoretical underpinning and a platform for students to read and respond to a number of key African texts with a focus on concerns with contemporary significance.

OUTCOMES
Students should be able to:
• develop an informed appreciation of the role of Africa in the world and of its inheritances;
• discuss key historical and political concepts in African studies;
• display a basic understanding of South African rights paradigm; and
• display a basic understanding of epistemology / African epistemology.

CBE.339 ANALYTICAL TECHNIQUES

Analytical Techniques 1A (ATE01A1 or ATEACP2)
SEMESTER MODULE (ATE01A1) ONLINE MODULE (ATEACP2)
NQF LEVEL 5
NQF CREDITS: 15

CALCULATION CRITERIA FOR ATE01A1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR ATEACP2
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
A student credited with this module will have developed a basic ability to define terms commonly used in Statistics, to show how a set of data can be organised in a meaningful
way and presented so as to reveal or enhance its fundamental properties. The student will also be able to measure and model the linear relationship between two variables. A student credited with this module will have developed a basic ability to analyse a time series, understand and implement the basic concepts of probability, probability distributions, sampling distributions and elementary matrix operations.

OUTCOMES
Students should be able to:

- demonstrate the ability to use statistical terminology in the appropriate way and distinguish between different measurement scales.
- show how the raw data can be tabulated and presented graphically.
- calculate and interpret measures of central tendency and spread for a set of data and perform elementary probability calculations.
- identify different methods used to gather sample data and understand the basic concepts of sampling distributions and statistical inference.
- show how to analyse a time series and forecast values for future time periods; and
- determine and use least squares regression lines and the coefficients of correlation.

Analytical Techniques 1B
(Semester Module)
NQF Level 5
NQF Credits: 15

Calculation Criteria for ATE01B1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

Purpose
To develop a basic understanding of inferential statistics and the ability to apply the methodology to a variety of business oriented problems. This module is also intended to equip students with mathematical skills involving the differential and integral calculus and the optimisation of functions subject to constraints and to apply these to understand modern theories about the functioning of the economy.

Outcomes
Students should be able to:

- Apply various inferential methods to data.
- Apply the rudiments of the differential and integral calculus to business applications.
- Find the maximum or minimum of a multivariable function subject to linear constraints on the variables.

CBE.340 Applied Business Communication
(Semester Module)
NQF Level 5
NQF Credits: 12

Calculation Criteria
Continuous assessment
PURPOSE
The purpose of this module is to equip students with the skills to communicate effectively in the Tourism and Hospitality industry. Further, implicit in this outcome is the need to equip students with the necessary English skills for successful study in their discipline.

OUTCOMES
Students should be able to:

- Use the appropriate form of English when communicating;
- Demonstrate knowledge of communication theory and apply this to everyday and work contexts;
- Demonstrate competence in writing a memorandum;
- Use the professional language associated with electronic mail;
- Write the different types of business letters, professionally;
- Demonstrate critical and innovative thinking skills;
- Describe the process of communication and show how it applies to various situations in the industry;
- Identify typical problems that could arise in the communication process and demonstrate skills to overcome them;
- Manage specific contexts for communication, including giving presentations and producing work related documents;
- Use the six non-verbal factors to decode body language;
- Build and maintain healthy and effective interpersonal relationships; and
- Distinguish between aggressive, assertive and passive communication styles and write a research assignment showing the ability to reference, quote, paraphrase and summarise.

Applied Business Communication 1B
(ABC1BB1)
SEMESTER MODULE
NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Continuous assessment

PURPOSE
The purpose of this module is to equip students with the skills to communicate effectively in the Tourism and Hospitality industry. Further, implicit in this outcome is the need to equip students with the necessary English and research skills for successful study in their discipline.

OUTCOMES
Students should be able to:

- Write a research assignment showing the ability to reference, quote, paraphrase and summarise;
- Identify cultural norms and values held by guests and colleagues in the workplace;
- Identify cross-cultural communication barriers and techniques for overcoming these in a hospitality context;
- Determine the corporate culture of an organisation;
- Identify the appropriate chain of command when communicating in the hospitality industry;
- Distinguish between formal and informal lines of communication;
- Communicate assertively in a hospitality context;
- Describe the nature of conflicts, types of conflicts and causes of conflicts in a hospitality environment;
- Use appropriate communication strategies to manage and solve conflicts; and
• Develop, organise, and deliver an oral presentation.

CBE.341 BUSINESS COMMUNICATION

Business Communication  
(CBS1BB1)

SEMESTER MODULE  
NQF LEVEL 6  
NQF CREDITS: 16

CALCULATION CRITERIA
Continuous assessment  
Full Period Mark Weight – 100%  
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to prepare students for the world of work where interpersonal relationships form the foundation of the business environment. Give them the necessary Skills and knowledge of interviews.

OUTCOMES
Upon completion of this module students should be able to:
• Use the communication theory to identify needs and enhance interpersonal relationships in any situation.
• Identify cultural barriers to effective communication
• Find solutions to overcome cultural barriers
• Demonstrate skill in preparing and delivering a formal oral presentation
• Write formal reports
• Conduct themselves professionally at an interview
• Draw up a competent CV
• Write various business letters
• Write a memorandum
• Write the notice, agenda and minutes of a meeting; and
• Distinguish between different types of meeting.

CBE.342 BUSINESS MATHEMATICS

Business Mathematics 100  
(MAT100)

SEMESTER MODULE  
NQF LEVEL 5  
NQF CREDITS: 14

This module is presented to students who are studying towards the Chartered Accountancy qualification.

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE
The course consists of a basic introduction to Mathematical topics in the fields of Algebra, Calculus, Financial Mathematics, Discrete Mathematics and Statistics. A few applications of these Mathematic topics in Accounting, Economics and Finance are covered. This will
allow students to observe and practice the practical applications of Mathematics to the relevant fields.

OUTCOMES
Students should be able to:
- accurately perform basic calculations in Algebra;
- accurately determine limits, continuity intervals, derivatives and integrals using various techniques and rules;
- accurately perform basic calculations in Financial Mathematics;
- accurately perform basic calculations in Discrete Mathematics;
- accurately perform basic calculations in Statistics; and
- correctly apply all the Skills that they have learnt in Accounting, Economics and Business.

CBE.343 COMMERCIAL LAW

Commercial Law 1A (COL41A1)
SEMESTER MODULE
NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
Upon the successful completion of this module, a student will achieve knowledge and a broad understanding of the basic components/principles of the law of contract and its requirements for validity of contracts.

OUTCOMES
Students should be able to:
- demonstrate the necessary knowledge of the history of the South African legal system
- have a deep understanding of the structure of the South African legal system
- highlight and analyse the different sources of South African law
- understand, at a practical level, the various rules and presumptions of interpretation
- understand the general principles of the law of obligations
- demonstrate a clear understanding of consensus as a requirement for a valid contract
- demonstrate a clear understanding of contractual capacity as a requirement for a valid contract
- demonstrate a clear understanding of legality and physical possibility as requirements for a valid contract
- demonstrate a clear understanding of formalities as a requirement for a valid contract
- illustrate a thorough knowledge of the parties involved in the conclusion of a valid contract; and
- illustrate a thorough knowledge of the various forms of breach of contract.
Commercial Law 1B       (COL41B1)
SEMMETR MODULE
NEW NQF LEVEL 6/OLD NQF LEVEL 6
NQF CREDITS: 12
CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
Upon the successful completion of this module, a student will have a broad overview of
general principles relating to the law of partnership, company law, close corporations law
and business trust law.

OUTCOMES
Students should be able to:
• provide basic legal advice regarding the choice of business form;
• discuss the legal structure of the partnership, company, close corporation and
business trust; and
• explain the rights and duties of the different role players in the partnership, the
company, the close corporation and the business trust.

Commercial Law 100       (CML1B01)
SEMMETR MODULE
NQF LEVEL 6
NQF CREDITS: 12

This module is presented to students who are studying towards the Chartered
Accountancy qualification.

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
Upon the successful completion of this module, a student will be familiar with the statutory
regulation of some specific contracts as well as the legal framework within which entities
operate. A student will be able to integrate the principles learned in Introduction to Law
for BAcc students and build upon this foundation. A student who has successfully
completed this course should be equipped to deal with the challenges and difficulties a
Chartered Accountancy student will experience during the course of his/her studies and
profession.

OUTCOMES
Students should be able to:
• apply the relevant principles pertaining to credit agreements and consumer protection
in terms of the National Credit Act 34 of 2005 as well as the Consumer Protection Act
68 of 2008;
• apply the legal principles relating to the law of insurance as well as discuss the
purpose and objective of the Financial Advisory and Intermediary Services Act 37 of
2002 (FAIS), also with reference to intermediaries and the broader regulatory
framework;
• apply the legal principles underpinning the law of security;
• consider the role of important tax case law in the interpretation of tax principles;
• critically evaluate the general principles relating to the law of insolvency, formulate and recognise the main principles in regard to the initiation process of the winding-up of a company and demonstrate knowledge and understanding of the principles relating to business rescue;
• consider various pieces of legislation that regulate labour law in South Africa;
• consider the importance of corporate governance especially with reference to fiduciary duties of directors and whistle-blowing; and
• evaluate the supervision of banks from a legal perspective.

CBE.344 ENGLISH

English 1C (ENG0CA1)
SEMESTER MODULE
NEW NQF/OLD NQF LEVEL 6
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce learners to the conventions and disciplines of academic writing, and to develop their reading, writing and thinking skills.

OUTCOMES
Students should be able to:
• Write a paragraph.
• Summarise and paraphrase; and.
• Write academically.

CBE.345 MATHEMATICS: FINANCE AND BUSINESS

Mathematics: Finance and Business 1A (MATDCA1 or MT1ACP1)
SEMESTER MODULE (MATDCA1) ONLINE MODULE MT1ACP1
NQF LEVEL: 5 NQF CREDITS: 12

CALCULATION CRITERIA FOR MATDCA1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR MT1ACP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to give students a proper foundation in important Mathematical skills needed to pursue studies in Accounting, Business, Finance and Economics. Students are taught various topics in fundamental Algebra and Graphs with direct applications in the relevant fields.
OUTCOMES
Students should be able to:
- accurately perform basic calculations in algebra;
- correctly apply the algebraic techniques learned to problem solving;
- apply consistently the features of a straight line to selected problems;
- functions and inequalities;
- apply methodically non-linear functions to selected areas in the economic sciences;
- calculate and apply exponential and logarithmic functions to selected problems;
- apply concepts of percentage, rates and ratio;
- logically reason problems using the skills that they have learned; and
- reproduce formulas and apply techniques in order to solve economic and financial science related problems.

Mathematics: Finance and Business 1B (MATDCB1 or MAT1BCP1)
SEMESTER MODULE (MATDCB1) ONLINE MODULE (MAT1BCP1)
NQF LEVEL: 5 NQF CREDITS: 12

CALCULATION CRITERIA FOR MATDCB1
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR MAT1BCP1
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
The purpose of this module is to give students a proper foundation in important Mathematical skills needed to pursue studies in Accounting, Business, Finance and Economics. Students are taught various topics in fundamental Algebra and Graphs with direct applications in the relevant fields.

OUTCOMES
Students should be able to:
- accurately perform time value of money calculations;
- correctly apply time value of money to problem solving;
- solve methodically, simultaneous equations and apply them to selected problems in the economic sciences;
- determine by means of linear programming solutions to constrained problems;
- perform and interpret descriptive statistics calculations;
- determine and discuss probability related problems;
- apply the rules of differentiation logically to selected areas in the financial and economic sciences;
- logically reason problems using the skills that they have learned; and
- reproduce formulas and apply techniques in order to solve economic and financial science related problems.
CBE.346 INFORMATICS

Informatics 100 (IFM100)
SEMESTER MODULE
NQF LEVEL: 6
NQF CREDITS: 12

This module is presented to students who are studying towards the Chartered Accountancy qualification.

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide Information Technology professionals who can analyse, design and develop algorithms into programs demonstrating correctness using a visual computer language such as Visual Basic.

OUTCOMES
Students should be able to:
- solve programming problems using a computer;
- analyse, design and program algorithms;
- use control structures in algorithms and computer programs;
- demonstrate the use of arrays and records in computer programs; and
- demonstrate computer programs.

CBE.347 INTRODUCTION TO LAW

Introduction to Law 100 (INL100)
YEAR MODULE
NQF LEVEL 5
NQF CREDITS: 24

This module is presented to students who are studying towards the Chartered Accountancy qualification.

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to make a student familiar with the structure of the legal system and legal framework within which entities operate. A student will be equipped with a general understanding of basic legal concepts relevant to his/her profession.

A student who has successfully completed this course should be equipped to deal with the challenges and difficulties a Chartered Accountancy student will experience during the course of his/her studies and profession. For this reason, the course comprises three components: (1) theory (i.e. weekly lectures and written academic assignments); (2) practical exposure (e.g. guest lectures by members of the Chartered Accountancy
profession; and (3) Skills training (i.e. library orientation and workshops aimed at enhancing study and life Skills).

OUTCOMES
Students should be able to:
- demonstrate that he/she is familiar with the structure of the legal system and the legal framework;
- demonstrate a basic understanding of the concept of “law”;
- identify the various sources of the South African law;
- demonstrate the necessary knowledge of the history of the South African legal system;
- obtain a basic understanding of the classification of the law – understand the basic tenets of the law of civil procedure, criminal law and law of evidence;
- understand the general principles of the law of contract; demonstrate a clear understanding of consensus as a requirement for a valid contract; demonstrate a clear understanding of contractual capacity as a requirement for a valid contract; demonstrate a clear understanding of legality and physical possibility as requirements for a valid contract; demonstrate a clear understanding of formalities as a requirement for a valid contract and illustrate basic insight regarding the impact of contracts in everyday life;
- provide basic legal advice regarding the choice of business form, discuss the legal structure of a partnership, company, close corporation and business trust and explain the rights and duties of the different role players in the partnership, the company, the close corporation and the business trust;
- comprehend the importance of the Constitution of 1996 and human rights in the South African context;
- have a basic understanding of legal argument and logic and know what legal language entails;
- understand the relevance of legal comparison; and
- comprehend basic philosophy.

Introductory Labour Law (ILL41A0 or ILL2CP2)
SEMESTER MODULE (ILL41A0) ONLINE MODULE (ILL2CP2)
NQF LEVEL 5 NQF CREDITS: 12

CALCULATION CRITERIA FOR ILL41A0
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

CALCULATION CRITERIA FOR ILL2CP2
Minimum Full Period Mark for Examination Admission – 0%
Full Period Mark Weight – 100%
Examination Mark Weight – 0%

PURPOSE
Upon completion of this module, students will have the basic competence and the basic practical skills that will enable them to apply the substantive law formally in practical situations.

A student who has successfully completed this module will have sufficient knowledge to be able to identify and classify basic labour law disputes. The student will gain a general insight into substantive law as contained in common law, individual service contracts and collective labour law as contained in legislation.

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OUTCOMES
Students should be able to:
- identify and solve basic labour law disputes
- recognise the application of equity legislation in the employment relationship
- explain the notion of freedom of association in South African labour law
- recognise and describe the regulation of collective labour relations in South Africa
- recall the main rights and obligations of the individual employment relationship; and
- list and distinguish the relevant dispute routes and procedures for labour law disputes.

CBE.348 INTRODUCTORY MATHEMATICAL ANALYSIS

Introductory Mathematical Analysis A  
(MAA00A1)
SEMIESTER MODULE
NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to give students a proper foundation in important Mathematical Skills needed to pursue further studies in Accounting, Business, Finance and Economics. Students are taught various topics in fundamental Algebra, Graphs, Financial Mathematics, Statistics and Calculus with direct applications in the relevant fields.

OUTCOMES
Students should be able to:
- define and apply fundamental concepts of algebra;
- determine and apply fundamental concepts of domains and functions;
- display relevant skills in the areas of graphs and systems;
- solve exponential and logarithmic equations;
- solve problems around basic linear programming and linear equations geometrically;
- discuss and determine various probability and statistical techniques; and
- apply fundamental concepts of calculus.

CBE.349 MATHEMATICAL ANALYSIS

Mathematical Analysis B  
(MAA00B1)
SEMEISTER MODULE
NQF LEVEL 5
NQF CREDITS: 12

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%
PURPOSE
The purpose of this module is to teach students more advanced Mathematical Skills needed to pursue future studies in Economics and Econometrics. Students are taught many topics in Calculus and Matrix Algebra with direct applications in Economics and Econometrics.

OUTCOMES
Students should be able to:
- calculate arithmetic and geometric sequences, convert sums into summation notation and evaluate sums;
- apply symmetry to curve-sketching, be familiar with the shapes of the graphs of six basic functions and to consider translation, reflection, and vertical stretching or shrinking of the graph of a function and to discuss functions of several variables and to compute function values;
- define and analyse the fundamentals of matrix algebra;
- apply limits and basic continuity;
- apply differentiation theoretically and practically;
- graphically display knowledge of curve-sketching; and
- apply integration.

CBE.350 PSYCHOLOGY

Psychology 1A      (PSY1AA1)
NQF LEVEL: 6              NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is to introduce students to the fundamentals of psychology. The module is aimed at providing learners with a broad theoretical foundation for further studies in psychology. To this end learners encounter topics that encompass three inter-related explanatory approaches, namely biological, e.g. the role of the brain in human behaviour; psychological, e.g. cognition, motivation, and emotion; and environmental explanations, e.g. socio-cultural influences.

OUTCOMES
Students should be able to:
- Explain the nature and origins of psychology and critically differentiate between the major perspectives associated with the field of psychology.
- Describe the nature of scientific psychology, including ethical issues, and be able to differentiate between major research strategies.
- Discuss the role of biological factors in human functioning.
- Describe the processes of sensation and perception and evaluate the role of these processes in everyday functioning; and
- Differentiate between various states of consciousness and the implications of these states for human functioning.
Psychology 1B  
NQF LEVEL: 6  
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is to introduce learners to major fields in psychology. The module is aimed at providing learners with an introduction to four defining fields in contemporary psychology, namely developmental psychology, personality psychology and social psychology. Familiarity with the major concepts and issues related to each of these fields should enable learners to engage with these fields on an advanced level in further studies.

OUTCOMES
Students should be able to:
- Explain and critically evaluate various issues, theories, and concepts in Developmental Psychology.
- Explain and critically evaluate various issues, theories, and concepts in Personality Psychology; and
- Explain and critically evaluate various issues, theories, and concepts in Social Psychology.

Psychology 2A (Developmental Psychology)  
(PSY2AA2)  
NQF LEVEL: 7  
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%  
Full Period Mark Weight – 50%  
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is to introduce the basic principles of human development, which helps the psychology student to conceptualise and understand the ever changing human being from conception to death. This conceptualisation and understanding is useful in everyday life (enhances understanding of e.g. family members, friends and work colleagues of different ages) and imperative for the psychologist-to-be.

OUTCOMES
Students should be able to:
- Critically discuss and describe different theories of human development.
- Describe prenatal development, the process of birth and relevant developmental factors pertaining to the newborn.
- Discuss the relevant developmental processes pertaining to the infant’s readiness for life and refer to changes in the infant’s sensory capabilities.
- Discuss physical development by referring to relevant changes in the brain, motor skills and sexual development.
- Describe Piaget and Vygotsky’s theories of cognitive development.
- Explain cognitive development by comparing it to the information processing Perspective.
- Discuss the emotional development, temperament and attachment formation as it occur in the infant.
• Explain the development of the self as well as the process of becoming socially aware.
• Discuss the development of aggression, altruism and morality; and
• List and explain relevant factors pertaining to the family that impact on development.

Psychology 2C (Social Psychology)  
(PSY2CA2)  
NQF LEVEL: 7  
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to:
• Provide an intermediate to advanced understanding of the scope and aims of Social Psychology, as well as its position within the larger discipline of scientific psychology.
• Provide an intermediate to advanced understanding and comprehension of key Social Psychological topic areas, as well as the empirical basis that underlies them.
• Provide an intermediate to advanced ability to distinguish between Social Psychological research areas and contrast its methods of research to those used in other sub-disciplines in Psychology.
• Provide an introduction to the application of selected empirical methods to answer current scientific questions within the discipline of Social Psychology.
• Provide an introduction to the application of Social Psychological research to real-world social interactions, and current psychosocial problems in South Africa.

OUTCOMES
Students should be able to:
• describe the differences between social psychological research methodology and that of other sub-disciplines within psychology by citing appropriate examples from the empirical literature.
• demonstrate a complex understanding of key theories and their supporting evidence in selected topic areas within social psychology in formal assessments and formative exercises; and
• apply social psychological theory and data to real-world issues and social problems

Psychology 2D (Positive Psychology)  
(PSY2DB2)  
NQF LEVEL: 7  
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with knowledge on the basic theory and concepts of the emerging field of Positive Psychology. Some of these concepts include: positive emotions, happiness, signature strengths, flow and creativity, psychological well-being, optimism, hope, wisdom, forgiveness, altruism, spirituality, meaning and purpose in life.
OUTCOMES
Students should be able to:
- distinguish between the principles of positive psychology and other theoretical principles of psychology;
- identify and describe the core concepts of positive psychology;
- reflect on the application of one or more concepts of positive psychology to their own lives; and
- know research that supports the principles, strategies and skills of positive psychology.

Psychology 2F (Contemporary Psychology) (PSY2FB2)
NQF LEVEL: 7  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to introduce students to current and relevant topic areas within modern scientific psychology that are not covered in detail by other modules within the BA Psychology qualification. Contemporary scientific psychology is a fast-developing, highly dynamic discipline that often contains a myriad of different sub-disciplines and topic areas. To ensure that students are familiarised with some of the key topic areas that are currently shaping the discipline of psychology as a whole, Contemporary Psychology 2F will offer a selected overview of one-two key topic areas, depending on current developments within psychology, and moderated by departmental teaching resources.

OUTCOMES
Students should be able to:
- describe the relevance of the selected key topic area/s within contemporary psychology with reference to other sub-disciplines of psychology in formal assessments and formative assessments;
- demonstrate a thorough understanding of the main theoretical and empirical tenets of the selected key topic area/s by analyses of key theoretical and empirical scholarly material; and
- critically discuss how the selected key topic area/s has/have shaped current scientific psychology and is/are currently directing the development of the discipline within formal assessments and class discussions.

Psychology 2H (Personality Psychology 2H) (PSY2HB2)
NQF LEVEL: 7  NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
Learners will be required to complete a number of continuous formative assessments which will contribute to their semester mark. Learners will also be allowed to complete up to three formative assessments (but no fewer than two) and their two best marks will be considered when calculating the final semester mark.
OUTCOMES
Upon completion of this module learners should be able to:
• critically evaluate the concept of personality and core issues related to personality;
• critically discuss Freudian theory and research related to concepts in this theory;
• critically discuss Neo-Freudian theory and research related to concepts in this theory;
• critically discuss Trait theory and research related to concepts in this theory;
• critically discuss the Biological personality theory and research related to concepts in this theory;
• critically discuss Humanistic theory and research related to concepts in this theory;
• critically discuss the Behavioural/Social Learning theory and research related to concepts in this theory; and
• critically discuss Cognitive personality theory and research related to concepts in this theory.

Psychology 3A (Research Psychology) (PSY3AA3)
NQF LEVEL: 7
NQF CREDITS: 16

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is to introduce learners to advanced research design in the behavioural sciences; develop an understanding of the practical applications of specific research design; familiarise learners with the description and manipulation of data using data analysis software; and develop learners’ skills in interpreting and analysing both descriptive and inferential statistics.

OUTCOMES
Students should be able to:
• differentiate between different experimental and non-experimental designs;
• understand the varieties of experimental research design and analyses by using relevant case studies; and
• understand the varieties of non-experimental research design and analyses by using relevant case studies.

Psychology 3C (Child and Family Psychology) (PSY3CA3)
NQF LEVEL: 7
NQF CREDITS: 22

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to gain knowledge of theory and the applicatory value of various constructs presented in this module. To develop a theoretical conceptualization of Child Psychology and a critical insight into the various explanatory models thereof. To integrate intervention framework and models with the aforementioned theory, and demonstrate academic writing skills and critical insight. This module will cover, among
other topics relating to the ecology of the child, socialization, family, parenting and community.

OUTCOMES
Students should be able to:
- demonstrate an understanding of the term ‘ecology’ and apply the four ecological models by Bronfenbrenner;
- situate the aims and methods of socialization by referring to relevant examples;
- reflect on the role that family characteristics play in influencing child’s development;
- analyse the different parenting styles and report on how they impact on child development;
- evaluate and apply three methods of socialization utilised by the peer group;
- apply existing community resources in resolving problems facing the community; and
- evaluate the effectiveness of the module.

Psychology 3D (Psychopathology) (PSY3DB3)
NQF LEVEL: 7              NQF CREDITS: 22

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to expose learners to a multidimensional approach to understanding psychopathology. This model is aimed at exposing learners to the historical context of understanding psychopathology as well as current approaches, including assessment and diagnostic criteria. Learners will be introduced to a scope of categories of psychological disorder, with an emphasis on conceptualisations of multiple causality.

OUTCOMES
Students should be able to:
- apply a multidimensional approach to understanding psychopathology.
- critically discuss the historical approaches to understanding psychopathology;
- explain current approaches, including assessment, diagnostic practices, and treatment modalities;
- describe the clinical picture of major psychological disorder categories;
- differentiate between the major psychological disorder categories;
- explain the multi-dimensional aetiological contributions to the development and presentation of psychological disorders; and
- critically discuss current trends in the understanding of psychopathology.

Psychology 3E (Community Psychology) (PSY3EA3)
NQF LEVEL: 7              NQF CREDITS: 22

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to provide students with a broad understanding of what community psychology entails and the importance of context in working within South
African communities. Focus on the different theories in community psychology. On completion of this module, students will have knowledge about the theories and contextual issues in community psychology and be able to apply this knowledge in the broad discipline of psychology.

OUTCOMES
Students should be able to:
• situate basic theoretical principles in community psychology.
• demonstrate the different understanding of the term “community” from their own communities.
• analyse the three different models (mental health model; social action model; social community approach) in community psychology.
• evaluate and apply the concept of empowerment’ and “prevention” in a South African context.
• reflect on the role of the community psychologist as a consultant within South African context; and
• apply skills of research and intervention in a community project in their respective communities.
• Evaluate the effectiveness of the module.

Psychology 3F (Psychotherapy: Theory and Models) (PSY3FB3)
NQF LEVEL: 7           NQF CREDITS: 22

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of the module is to expose learners to a comparative analysis of various psychotherapy systems by introducing learners to a number of the older and newer models of psychotherapy within the contexts of the psychological theories that inform them. Learners will encounter concepts pertaining to the basic change processes that underlie contemporary systems of psychotherapy, as well as a means to compare and evaluate their relative efficacies in offering treatments to specific clients/patients with specific presenting problems. The module aims to equip the student with the ability to discuss a trans theoretical analysis of various psychotherapy systems.

OUTCOMES
Students should be able to:
• define and discuss psychotherapy as a mental health field.
• explain the role of theory in the practice of psychotherapy.
• Discuss the theories of personality, psychopathology and psychotherapy for various schools of thought.
• describe the implications for psychotherapy that the theoretical underpinnings of various psychological schools of thought hold for their treatment practices.
• identify and discuss the content and the change processes of psychotherapy.
• differentiate between the common and approach-specific factors across psychotherapeutic models.
• Critically evaluate the effectiveness of the psychotherapeutic systems and criticisms levelled against each model; and
• describe the combination of independent psychotherapeutic models into integrative and eclectic approaches.
Cognitive Psychology (PSY3GA3)

NQF LEVEL: 7
NQF CREDITS: 22

CALCULATION CRITERIA
Minimum Full Period Mark for Examination Admission – 40%
Full Period Mark Weight – 50%
Examination Mark Weight – 50%

PURPOSE
The purpose of this module is to expose students to one of the most important and influential sub disciplines within Scientific Psychology, Cognitive Psychology, and to train them in the most important methodological approaches in investigating cognitive processes in human and non-human animals. Topics that will be discussed and studies include: Attentional and Perceptual Processes, Memory Systems, Representation and Organisation of Knowledge and Information, Language, Reasoning and Problem-solving, Cognitive Neuroscience and Artificial Intelligence.

OUTCOMES
Students should be able to:
- list and explicate the basic tenets of cognitive psychology and its underlying philosophy.
- explain the nature of research methods employed within cognitive psychological research using relevant examples of empirical research.
- describe the major subfields within cognitive psychology by defining and explaining key concepts within each of the module’s units in both formal and formative assessments.
- demonstrate competence in the use of cognitive psychological theory within the larger psychological discipline; and
- explain the relevance of cognitive psychological theory and apply it to real-world examples.
SECTION N: UNDERGRADUATE QUALIFICATIONS PHASED OUT OR PHASING OUT IN THE COLLEGE OF BUSINESS AND ECONOMICS AND THE LAST DATE OF OFFERING

CBE.351 QUALIFICATIONS PHASING OUT

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