

If your marks can't get you into UJ, don't despair... the programmes in this booklet can help you bridge the gap between Matric and your next career move.

Continuing Education Programmes (CEP)

DEPARTMENT OF BUSINESS MANAGEMENT

JOHANNESBURG BUSINESS SCHOOL
COLLEGE OF BUSINESS AND ECONOMICS



UNIVERSITY
OF
JOHANNESBURG

University of Johannesburg *a University of Choice*

Vision

An international university of choice, anchored in Africa, dynamically shaping the future.

Mission

Inspiring its community to transform and serve humanity through innovation and the collaborative pursuit of knowledge.

Values

IMAGINATION

Shaping the future
Thinking independently
Developing a cosmopolitan identity
Exhibiting ambition and drive
Adopting entrepreneurial approaches

CONVERSATION

Learning together from our diversity
Making wise decisions collectively
Engaging meaningfully with one another
Displaying mutual respect
Leading consultatively

REGENERATION

Developing sustainably through creative contribution
Introspecting for renewal
Innovating for the common good
Making positive change
Taking advantage of overlooked opportunities

ETHICAL FOUNDATION

Treasuring academic freedom
Seeking balance in the pursuit of knowledge
Facing challenges with courage and earning trust
Acting responsibly by being fair, consistent and transparent
Participating in and helping the community (ubuntu)*

* Ubuntu, which means humanness in the Nguni languages of southern Africa, is the idea that a person achieves excellence insofar as he/she shares a way of life with others and cares for their quality of life.

THE DEPARTMENT OF BUSINESS MANAGEMENT

Continuing Education Programmes

WHOLE PROGRAMMES

- NQF level 5 and 6
- SAQA registered 120 credits each
- Duration: One year
- Articulation opportunities
- The university reserves the right, should circumstances dictate, to make changes to, or withdraw any of the opportunities on offer.

The Department of Business Management's mission is to be the leader in the scientific and practical development of managers.

These qualifications are developed and constantly updated to ensure that appropriate knowledge, insight and skills are taught, enabling students to understand the world of business and its related environments.

The aim is for students to be able to engage and interact with, and apply the information acquired to real-life situations in their ever-changing working environment.

In addition, these qualifications offer students the unique opportunity to continue their studies into some formal programmes at UJ.

ACCREDITATION

The Professional Development Programmes now known as the Continuing Education Programmes of the Department of Business Management are SAQA registered at NQF levels 5 and 6, with each qualification amounting to 120 credits and being HEQSF aligned.

PRESENTATION

The whole qualifications (one-year programmes) are scheduled for two consecutive days per subject, from 08:30 to 15:00 (total of 20 days per year).

In addition to the above programmes, we also offer the Higher and Advanced Certificates in Business Management: General Management as evening classes. These classes are normally offered from 17:30 to 21:00 three evenings per subject.

APPLICATION CLOSING DATE

The closing date for applications is the last working day in October each year for the following academic year. (Only one annual intake for these programmes.) Only students who were successful in their application will be allowed to register (in January).

UJ is great because of global rankings.



UJ is great because of prestigious partnerships.

WHOLE PROGRAMMES

PROGRAMME	MODULES	NQF NUMBER OF CREDITS	COST	DURATION	ADMISSION REQUIREMENTS	CONTACT
Business Management (BM)						
Higher Certificate in Business Management: General Management (HCBM01)	Environment of Business Strategic Management Human Resource Management Business Writing and Communication Accounting Aspects Financial Management Business Decision Making Labour Relations Marketing Management Project Management	NQF 5 120 Credits	Can only be confirmed in January	One year	Senior Certificate with Certificate Endorsement	bmsshortcourses@uj.ac.za Tel: 011 559 1959 or 011 559 1957
Higher Certificate in Business Management: Risk Management (HCBM04)	Environment of Business Strategic Management Human Resource Management Business Writing and Communication Accounting Aspects Risk Management Corporate Governance, Compliance Management and Legal Risk Financial Risk Operational Risk Project Management	NQF 5 120 Credits	Can only be confirmed in January	One year	Senior Certificate with Certificate Endorsement	bmsshortcourses@uj.ac.za Tel: 011 559 1959 or 011 559 1957

PROGRAMME	MODULES	NQF NUMBER OF CREDITS	COST	DURATION	ADMISSION REQUIREMENTS	CONTACT
Business Management (BM)						
Higher Certificate in Business Management: Project Management (HCBM05)	Environment of Business Strategic Management Human Resource Management Business Writing and Communication Accounting Aspects Project Management Project Identification and Scoping Project Procurement and Communication Project Control Risk Management	NQF 5 120 Credits	Can only be confirmed in January	One year	Senior Certificate with Certificate Endorsement	bmsshortcourses@uj.ac.za Tel: 011 559 1959 or 011 559 1957
Note: Once you've completed one of these Higher Certificates you can apply for the applicable Advanced Certificate Programme.						
Advanced Certificate in Business Management: General Management	Strategy Implementation International Management Change Management Economic Principles Management Accounting Risk Management Operations Management Services Management Logistics Management Information Management	NQF 6 120 Credits	Can only be confirmed in January	One year	Higher Certificate in Business Management	bmsshortcourses@uj.ac.za Tel: 011 559 1959 or 011 559 1957

PROGRAMME	MODULES	NQF NUMBER OF CREDITS	COST	DURATION	ADMISSION REQUIREMENTS	CONTACT
Business Management (BM)						
Advanced Certificate in Business Management: Risk Management	Strategy Implementation International Management Change Management Economic Principles Management Accounting Risk Identification and Assessment Analytical Techniques Managing Enterprise Risk Management Risk Financing Business Continuity Management	NQF 6 120 Credits	Can only be confirmed in January	One year	Higher Certificate in Risk Management	bmsshortcourses@uj.ac.za Tel: 011 559 1959 or 011 559 1957
Advanced Certificate in Business Management: Project Management	Strategy Implementation International Management Change Management Economic Principles Management Accounting Nature of Projects/Life Cycle Project Integration Management Project Communication Management Project Change Management Project Management Control	NQF 6 120 Credits	Can only be confirmed in January	One year	Higher Certificate in Project Management	bmsshortcourses@uj.ac.za Tel: 011 559 1959 or 011 559 1957

SHORT LEARNING PROGRAMMES

PROGRAMME	DEPARTMENT	NQF NUMBER OF CREDITS	COST	DURATION	ADMISSION REQUIRE- MENTS	CONTACT
Business Management (BM)						
* Short Course in Project Management	Department of Business Management	NQF 7 20 Credits	Cost will be quoted according to Company/ Organisational requirements	Five days	Senior Certificate with Certificate Endorsement	Tel +27 (0)11 559 1954 bmshortcourses@uj.ac.za
* Short Course in Risk Management	Department of Business Management	NQF 6 20 Credits	Cost will be quoted according to Company/ Organisational requirements	Five Days	Senior Certificate with Certificate Endorsement	Tel +27 (0)11 559 1954 bmshortcourses@uj.ac.za

** The above Short Courses are only offered to Companies/Organisations who register a minimum of 20 students.*

UJ is great because of an outstanding study experience and academic performance.



APPLICATION AND MONEY MATTERS

Should you wish to apply for one of our qualifications please follow these steps:

- **Log** onto the UJ website: www.uj.ac.za;
- **Click** on “Applications Now Open”;
- **Follow** the prompts for applying online.

You should be able to view your application status after three to four working days.

Where fees are quoted, it is based on estimates and include books (where applicable), study material, registration fees and ICT levies. Final fees can only be confirmed in January.

Please note: Applying for a qualification is not the same as registering. You need to apply first, be accepted for a programme, and then, only during the UJ registration dates in January can you register for a qualification, after the minimum payment has been made and reflects on your student account.

WHERE COMPANIES UNDERTAKE TO PAY FOR STUDIES (BURSARIES OR LOANS)

Obtain an official letter from the Company/Institution responsible for payment on an official letterhead that contains the following information:

- Confirmation of bursary/loan granted,
- Student details (initials, surname and student number).
- Name of qualification and list of modules and academic year.
- Name and designation of financial person within the Company responsible for processing payment.
- Signature, designation and the contact details of the person authorising this on behalf of the Company.

Companies responsible for payment of more than one student can send one letter but each student's details must be contained in this letter and each student is required to bring the original letter on the registration date to UJ when registering.

Students who are registering themselves online need to sort the financial unblocking out prior to attempting registration.

All enquiries regarding this matter can be referred to the Student Finance Department (Bursaries and Loans) on 011 559 1370. **Registration cannot take place without financial unblocking.**

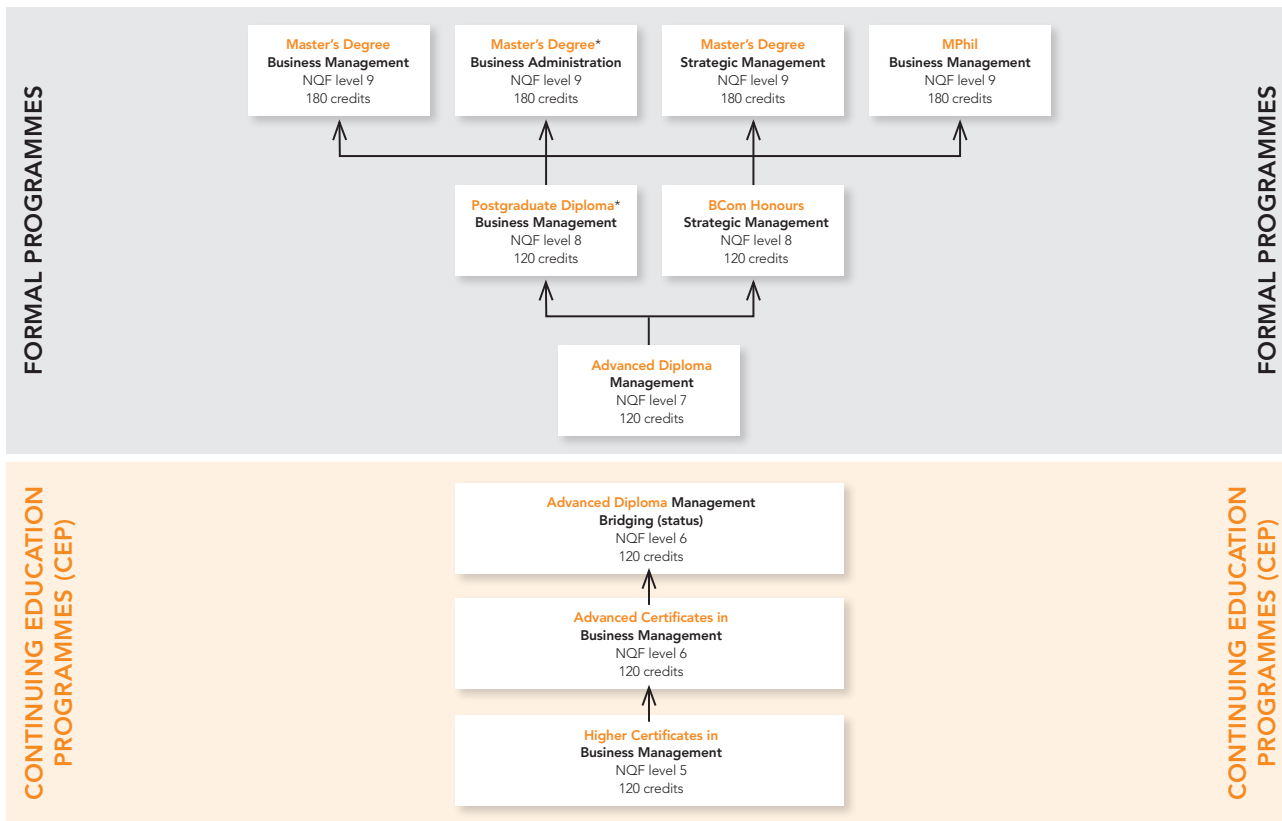
After registration students will be able to access the UJ system for statements, etc.

The student financial invoice/statement is an official document and is accepted as such by SARS.

UJ is great because of global excellence and stature.

ENVISAGED ARTICULATION PATH

CONTINUING EDUCATION PROGRAMMES (CEP) ■ BUSINESS MANAGEMENT



* Programmes not on offer for the 2019 academic year.



www.uj.ac.za