DEPARTMENT OF BUSINESS MANAGEMENT

Continuing Education Programme (CEP)

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.

SCHOOL OF MANAGEMENT
COLLEGE OF BUSINESS AND ECONOMICS
UNIVERSITY OF JOHANNESBURG
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**
  
  *We encourage and inspire free, independent and critical thought aimed at developing a better future for UJ and society.*

- **Conversation**
  
  *Through facilitating open, respectful and meaningful dialogue, we encourage an inclusive environment that embraces diversity.*

- **Regeneration**
  
  *We are dynamic, progressive, responsive and innovative in our endeavour to provide access to global academic excellence and to promote the common good in a sustainable way.*

- **Ethical Foundation**
  
  *We nurture and actively promote an ethos of honesty, transparency, accountability and fairness in all our endeavours.*

Disclaimer: The University reserves the right, at any time, should circumstance dictate, to make changes to, or withdraw any of the opportunities on offer.
Department of Business Management
Continuing Education Programme

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.

**WHOLE PROGRAMME**

- 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.

**SHORT LEARNING PROGRAMMES**

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

[www.uj.ac.za](http://www.uj.ac.za)
PRESENTATION

The Higher Certificate in Business Management qualification is offered for two consecutive days per subject, from 08:30 to 15:00 (total of 20 days per year) for the risk and project management electives.

Should you choose general management as elective, the subjects will be offered from 17:30 to 21:00 three evenings per subject (total 30 evenings per year).

APPLICATION CLOSING DATE

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

UJ is great because of global rankings.
Whole Programme

**HIGHER CERTIFICATE IN BUSINESS MANAGEMENT**

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<tr>
<th>CORE MODULES</th>
<th>ELECTIVE MODULES</th>
<th>COST</th>
<th>DURATION</th>
<th>ADMISSION REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Decision Making</td>
<td>General Management</td>
<td>Can only be confirmed in</td>
<td>One year</td>
<td>Senior Certificate with Certificate</td>
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<tr>
<td>Human Resource Management</td>
<td>Financial Management; Labour Relations; Marketing Management.</td>
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<td>endorsement</td>
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<td>Business Writing and Communication</td>
<td>Risk Management</td>
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<tr>
<td>Accounting Aspects</td>
<td>Corporate Governance; Compliance and Legal Risk;</td>
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<tr>
<td>Project Management</td>
<td>Financial Risk; Operational Risk.</td>
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<td>Management Principles</td>
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<td>Risk Management</td>
<td>Project Management</td>
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<td>Project Identification and Scoping;</td>
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<td>Project Procurement and Communication;</td>
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<td>Project Control</td>
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**CONTACT**

bmshortcourses@uj.ac.za
Tel: 011 559 1959 or 011 559 1957

UJ is great because of prestigious partnerships.
## Short Learning Programmes (SLPs)

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

### SHORT COURSES IN BUSINESS MANAGEMENT

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>NQF NUMBER OF CREDITS</th>
<th>COST</th>
<th>DURATION</th>
<th>ADMISSION REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short Course in Project Management</strong></td>
<td>NQF 5 12 Credits</td>
<td>Cost will be quoted according to Company/Organisational requirements</td>
<td>Five days</td>
<td>Senior Certificate with Certificate Endorsement</td>
</tr>
<tr>
<td><strong>Short Course in Risk Management</strong></td>
<td>NQF 5 12 Credits</td>
<td>Cost will be quoted according to Company/Organisational requirements</td>
<td>Five Days</td>
<td>Senior Certificate with Certificate Endorsement</td>
</tr>
</tbody>
</table>

**CONTACT**

bmshortcourses@uj.ac.za
Tel: +27 (0)11 559 1954

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

**APPLICATION**

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.

UJ is great because of global excellence and stature.
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 register themselves online.

All enquiries regarding this matter can be referred to the Student Finance Division (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.
Envisaged Articulation Path

CONTINUING EDUCATION PROGRAMMES (CEP) IN BUSINESS MANAGEMENT

CONTINUING EDUCATION PROGRAMME (CEP)

Higher Certificate in Business Management
NQF level 5 / 120 Credits

Advanced Certificate Business Management
NQF level 6 / 120 Credits

Advanced Diploma Management Bridging (status only)
NQF level 6 / 120 Credits

FORMAL PROGRAMMES

Advanced Diploma Management
NQF level 7
120 credits

BCom Honours
Strategic Management
NQF level 8
120 credits

Postgraduate Diploma
Business Management
NQF level 8
120 credits

MPhil
Business Management
NQF level 9
180 credits

Master’s Degree
Strategic Management
NQF level 9
180 credits

Master’s Degree
Business Management
NQF level 9
180 credits

Master’s Degree
Business Administration
NQF level 9
180 credits

PhD / DCom Degree

UJ admission and programme requirements apply.