

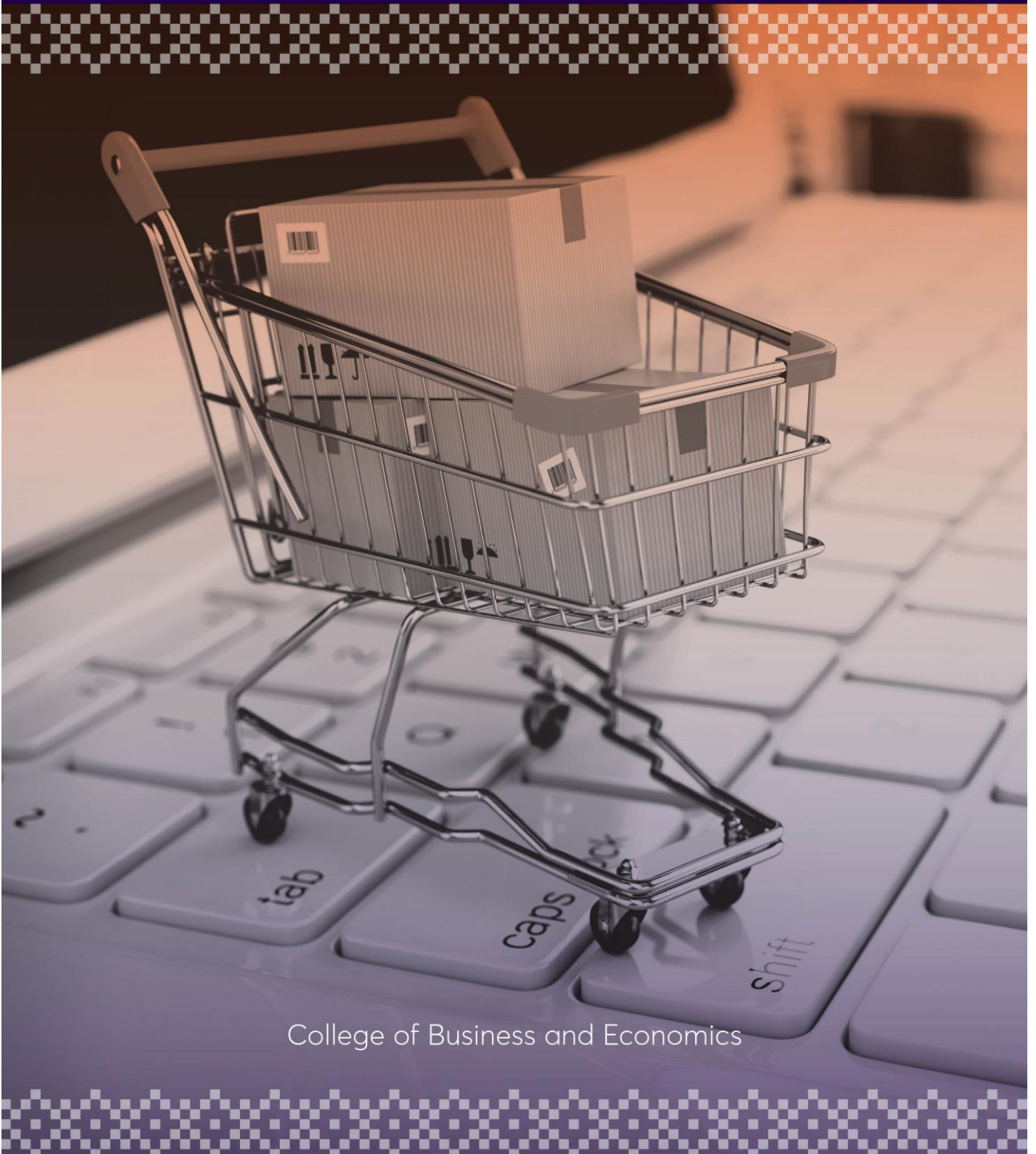


UNIVERSITY  
OF  
JOHANNESBURG

Department of Marketing Management  
School of Consumer Intelligence and  
Information Systems

Continuing Education and  
Short Learning Programmes

**CERTIFICATE IN RETAIL MANAGEMENT**



College of Business and Economics

# CERTIFICATE RETAIL MANAGEMENT

## 1. GENERAL

Thank you for your interest in the Certificate in Retail Management offered at the University of Johannesburg. This document will provide a detailed overview of the programme.

## 2. ABOUT THIS CERTIFICATE

This short course is exclusively aimed at only those individuals that wish to pursue a career in Retailing, and who wish to apply to continue onto the Diploma in Retail Business Management that is offered by the Department of Marketing Management. The programme is furthermore specifically aimed at learners who did not get entry into the Diploma Retail Business Management and who wish to enhance their academic marks (*see exact entry requirements under point 3 below*). This is both a short learning programme in the field of Retail Management and a potential bridging programme into the Diploma in Retail Business Management that is offered at the Department of Marketing Management. This programme is not aimed at adults that are employed, but to prospective students that are able to study full time.

### PROGRAMME OUTLINE

CERTIFICATE IN RETAIL MANAGEMENT					
FIRST SEMESTER			SECOND SEMESTER		
MODULE NAME	MODULE CODE	NQF CREDITS	MODULE NAME	MODULE CODE	NQF CREDITS
Retailing 1A	M01Q2A	16	Retailing 1B	M01Q2B	16
Mathematics for Retailers 1A	M01Q3A	16	Mathematics for Retailers 1B	M01Q3B	16
English 1A	CMS04A	16	English 1B	CMS04B	16
Retail Operations Management 1A	M01Q1A	16	Retail Operations Management 1B	M01Q1B	16
Personal Selling 1A	CMS02A	16	Personal Selling 1B**	CMS02B	16

\*\*The Personal Selling module B is an exciting Work Integrated Learning practical module in collaboration with the Direct Selling Association of South Africa (DSA) – this is an ideal opportunity for the student to generate additional income whilst learning.

### How long does it take to complete the Short Learning Programme in Retail Management?

This programme can be completed within *1 year, with a maximum of 2 years (this implies that if any modules are failed, a student has one more opportunity to complete a failed module, but may not be enrolled on this certificate for a period longer than 2 years – also see point 5 “further studies” below)*



## Can I complete the Short Learning Programme in Retail Management part time?

This programme is a full-time short programme and students are expected to attend all classes offered during the daily class times. Part-time is therefore not an option. This certificate is more ideal for school-leavers that are able to attend classes during the day.

## What are the costs for the SLP in Retail Management?

- \*If payment is made in full, the amount due is R3 580 per module (10 modules) + R1040 (Registration & ICT levy) = R36 840.
- International students need to pay an additional R 1 000 for international student levy so total fees = R 37 840.00
- If paying by instalment, the first amount payable is R3 870, and the balance of R32 970.00 is paid at R3 297 per month for 10 months
- For international students, the first amount payable is R4 870 and the balance of R32 970 is paid at R3 297 per month for 10 months.

*\*2022 prices*

## 3. ENTRANCE REQUIREMENTS

Only applicants with:

A Grade 12 or National Senior Certificate (NSC) with at least a Higher Certificate endorsement or equivalent.

An Admission Point Score (APS) score of 22 or higher with Mathematical Literacy = 3 and English Language = 3 will be considered

OR

An Admission Point Score (APS) score of 22 or higher with Mathematics = 2 and English Language = 3 will be considered

- Please note that the Certificate in Retail Management is an access program to the Diploma in Retail Management and not a full qualification (like the Higher Certificate in Marketing and Sales)
- Only students with Diploma endorsement can proceed to the Diploma in Retail Business Management after completing the Certificate in Retail Management
- Students with Diploma endorsement (as per their matric certificate) can proceed to the Higher Certificate in Marketing and Sales and then choose to go the marketing or retail route after completion OR they can apply for the Diploma in Retail Business Management
- Students without Diploma endorsement (as per their matric certificate) can upgrade their matric marks while doing the Certificate in Retail Management in order to meet Diploma endorsement and can then apply for the Diploma in Retail Business Management or any other suitable Diploma at UJ (depending on whether they meet the requirements for that Diploma as per the UJ year book)
- This programme will only be accepted for further studies into the Diploma Retail Business Management or the Higher Certificate in Marketing and Sales offered at the Department of Marketing Management at the UJ. The candidate will not necessarily get Diploma entrance with this certificate at either another University or another Department at the UJ.





#### **4. APPLICATION PROCESS**

Applications open annually after the release of the matric results and closes on the last day of February at 12pm each year.

#### **5. FURTHER STUDIES**

On completion of the short learning programme *in the minimum timeframe of one year*, the student may apply for promotion to the Diploma in Retail Business Management or Higher Certificate in Marketing and Sales – dependant on the endorsement on the applicant's grade 12 certificate (see point 3 above). Applicants must meet the entry requirements of the Diploma in Retail Business Management or Higher Certificate in Marketing and Sales as set out in the yearbook. Successful students may apply for credits on the Diploma in Retail Business Management for the following modules: Retail Operations Management 1A and 1B, Personal Selling 1A and 1B and Retailing 1A and 1B. T&Cs apply.

### **Ready to apply?**

Send an email to Ms Wangari Mwaniki. She will reply with all the required documentation to be completed. Once received, your application will then be reviewed and you will receive confirmation of enrolment should your application be successful.

#### **6. CONTACT**

Please contact Ms Wangari Mwaniki 011 559 4310 / [retailmanagementcert@uj.ac.za](mailto:retailmanagementcert@uj.ac.za) if you have any questions or require further information.

