



DEPARTMENT OF
BUSINESS MANAGEMENT

DEPARTMENT OF BUSINESS MANAGEMENT
CONTINUING EDUCATION PROGRAMME

ADVANCED CERTIFICATE IN BUSINESS MANAGEMENT

**The Future
Reimagined**

ADVANCED CERTIFICATE IN BUSINESS MANAGEMENT



UJ VISION

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

UJ MISSION

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

UJ 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.

STRATEGIC VIEWPOINT STATEMENT: THE DEPARTMENT OF BUSINESS MANAGEMENT

What do we want to be?

We aspire to be a Department that:

- Creates impactful knowledge, and
- Prepares the mindsets of business innovators.

Who are we?

We are a dynamic, diverse team of academic business experts.

What guides us?

We are driven by the ambition to challenge mainstream thinking in an ethical, open and collaborative manner.

What do we do? (And how, and for whom, do we do it?)

We develop graduates by means of market related programmes that are informed by quality knowledge creation, and teaching based on challenging current paradigms to transform society for the betterment of all.

The Continuing Education 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.

ADVANCED CERTIFICATE IN BUSINESS MANAGEMENT

WHOLE PROGRAMME

- Duration: One year

- Number of core modules, 5. Number of elective modules 5 (chosen from group of electives of either general management, risk management or project management)

- NQF level 6, 120 credits

- Articulation opportunities

- The university reserves the right, should circumstances dictate, to make changes to, or withdraw any of the opportunities on offer.

PRESENTATION

The Advanced Certificate in Business Management qualification is offered for three consecutive evenings per subject, from 17:30 to 21:00 (total 30 evenings per year).

REGISTRATION CLOSING DATE

End of January.

ENTRANCE REQUIREMENTS

The entrance requirement for the Advanced Diploma in Business Management is the UJ Higher Certificate in Business Management.

In addition, to register for the group of electives for the General management electives (ACBM01), students should have successfully completed the General Management electives on the Higher Certificate in Business management (HCBM01).

Students who wish to register for the Risk Management electives (ACBM04) should have successfully completed the Risk Management electives on the Higher Certificate in Business Management (HCBM04) and students who wish to register for the Project Management Electives (ACBM05) should have successfully completed the Project Management electives on the Higher Certificate in Business Management (HCBM05).

Students are required to have access to an electronic device and data. (Classes are offered on-line).

APPLICATION INFORMATION

Apply online before the closing date (last Friday of September) for the next academic year.

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Should your application be successful, you will have to register on or before the closing date at the end of January.

- Online registrations open the first week in January and close at the end of January.
- If you are accepted on this programme and for some reason you are not able to register yourself online, please contact the UJ Call Centre for assistance during the above registration dates on +27 (0)11 559 4555.

The following are required for registration:

- The minimum required fees (as determined by UJ) reflecting in your student account prior to attempting registration (check student statement online);
- The Higher Certificate in Business Management at UJ, Department of Business Management has been obtained (copy of qualification));
- Recently certified copies of ID, matric (with certificate endorsement) and, where applicable, marriage certificate to be uploaded to UJ.

It is the responsibility of the student to ensure that he/she is registered before the commencement of classes in February.

STUDY MATERIAL / MODULE GUIDES WILL ONLY BE MADE AVAILABLE ONLINE VIA BLACKBOARD – no hard copies will be issued.

HOW TO APPLY:

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 on-line study material, registration fees and ICT levies. Final fees can only be confirmed in January.

Registration can only take place upon acceptance and payment of the minimum registration fees.

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

In an attempt to streamline and avoid confusion with the invoice system, the following procedures should be followed when a third party (Company) is responsible for payment of student studies. Please note that once registered, students will have access to student financial statements and other documentation. This financial statement is an official document and accepted as such by SARS. Please adhere to the requirements:

Obtain an official letter from the Company/ Institution on THE COMPANY LETTERHEAD, which contains the following information:

- Confirmation of Bursary/Loan granted and the amount of the bursary/loan granted;
- Student details (initials, surname and student number);
- Academic year;
- Name of Qualification and list of modules;
- Signature, name and designation of Financial Person within Company responsible for processing payment;
- Telephone number, physical and postal address of person responsible; Signature, Designation and the contact details of the person authorizing this on behalf of the Company.

Companies who are responsible for payments of more than one student can submit one letter, but, each student's individual details must be included in the letter and each student is required to supply a copy of this letter to UJ when registering.

- Students are required to register themselves online.
- Prior to registration, financial matters have to be sorted out first, therefore Student Finance Division (Bursaries and Loans) can be contacted on 011 559 1370.
- Students will remain financially blocked and therefore not be able to register until the minimum registration fees have been paid.
- After registration, students will be able to access the UJ system for a financial statement (SARS accepted), please use the electronic access available to all registered students by logging onto the UJ website (<http://www.uj.ac.za>).

- All registered students have a UJ email address, which is the only address that is used to correspond with students – no personal email addresses can be used.
- Payment of fees remain the responsibility of the student and fees are payable according to the UJ Student Financial Policy.

HOW TO REGISTER ONLINE

After you have been formally accepted on the qualification, (registration is open from mid-January), you should be able to register online if you have paid the minimum required fees.

To do so please do the following:

Log onto the UJ website: www.uj.ac.za

Click on: **"Register on line"**

Follow the steps as requested from there.

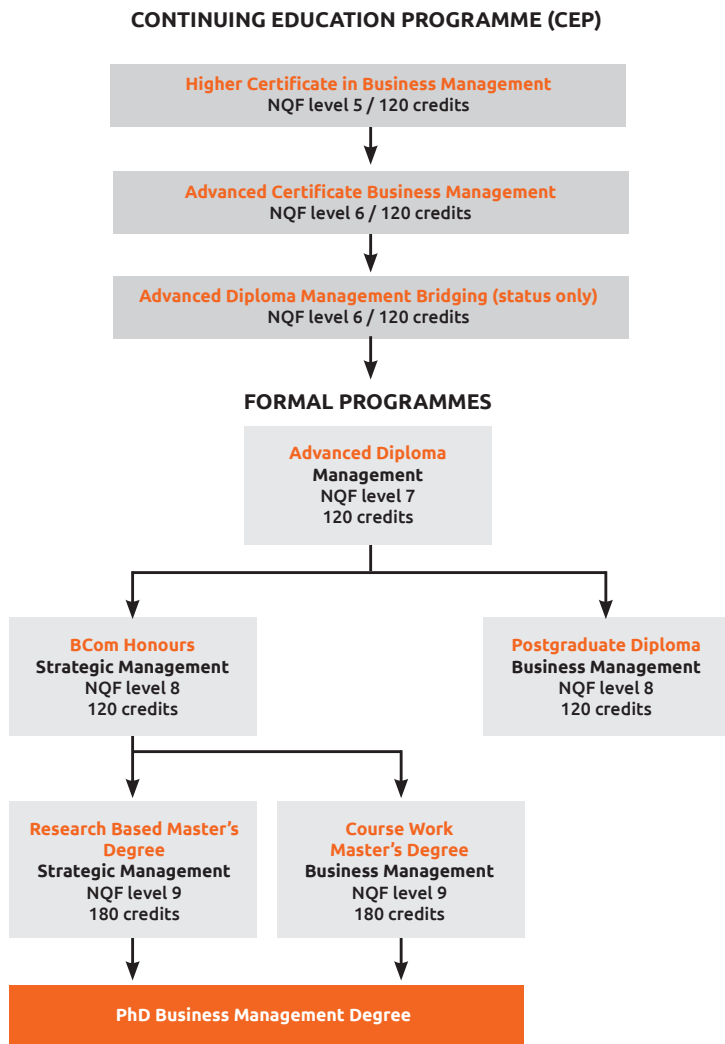
UJ will be posting the academic programme containing all the lecture times, dates and venues on the BlackBoard system towards the end of January. All registered students will be able to access this information.

We hope this information will assist you in making your application and registration process a positive experience.

The University reserves the right, should circumstances dictate, to make changes to, or withdraw any of the opportunities an offer.

ENVISAGED ARTICULATION PATH

CONTINUING EDUCATION PROGRAMMES (CEP) IN BUSINESS MANAGEMENT



UJ admission and programme requirements apply

QUALIFICATION PURPOSE

The Advanced Certificate in Business Management programme is a formative career-oriented programme that provides students with increasing and developing knowledge in management studies. It creates a career option for a formal qualification in management and it also provides application skills to those students who have mastered the theoretical knowledge of Management. In addition, it provides an industry-accepted qualification to those students who want to specialise in the knowledge areas of risk management, project management and general management.

MODULE INFORMATION

MODULES	PURPOSE
CORE MODULES	
AC1STMA – Strategic Management	The purpose of the Strategic Management module is to provide students with contemporary strategic issues that are part of strategic formulation and implementation. These key issues influence the strategic management process and they should be understood and taken into account when strategic management decisions are made. The broad topics include business model canvas as a strategic tool, aligning strategy with industry life cycle, ethics and strategy, strategy for competing in international markets, strategy and organisational agility, and structural drivers and instruments for strategic implementation.
AC1INTM – International Management	The purpose of the International Management module is to equip students with the necessary knowledge, insights and skills that are needed to understand the business environment from a local and global context.
AC1CHMT – Change Management	The purpose of the Change Management module is to equip students with the necessary knowledge, insight and skills needed to understand the introductory aspects relating to change and change management.
AC1ECPR – Economic Principles	The purpose of the Economic Principles module is to relate primarily to economics and covers core themes in combination with academic development elements and skills in order to prepare students for the relevant regular first-year modules in economics.
AC1MACC – Management Accounting	The purpose of the management accounting module is to develop the students’ fundamental knowledge on how to gather, integrate and disseminate information which can be used to provide them with an insight into management accounting. This will include a thorough understanding of capital budgets with the net present value (amongst other methods), as well as budgeting as a financial tool. The different cost accounting methods will be explored, and will prepare the student for an in-depth application of activity based costing. Finally, the module will focus the skills acquired on the analysis of financial statements.

ELECTIVE MODULES: GENERAL MANAGEMENT

AC1STIM – Strategy Implementation	The purpose of Strategy Implementation module is to provide the learner with knowledge, interpretation, analysis and an understanding of strategy implementation and strategy control phases of the strategic management process.
AC1OPSM – Operations Management	The purpose of this module is to provide a well-rounded, broad education that equips learners with the knowledge base, theory and methodology of operations and supply management and applied competencies in the mastering, analysis, interpretation and application within this field. This module will provide a basis for further learning in this field.
AC1SERV – Services Management	The purpose of the Services Management module is to develop students' knowledge and understanding of services management as an integral part of the 21st century. Due to the immense growth of the service sector, students require intellectual competencies and practical skills for organisations within a service environment. This module will introduce students to the basic principles underlying service management 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.
AC1LOGM – Logistics Management	The purpose of the Logistics Management module is to develop students with logistic principles needed in the supply chain environment. By improving their intellectual competencies and practical skills in Logistics Management, students will be able to make practical decisions implicit in planning and coordinating logistic challenges in the supply chain environment.
AC1ITMT – Information Technology Management	The purpose of the IT management module is to acquaint students with basic knowledge regarding how information technology (it) resources of organisations can be managed in accordance with the objectives, needs and priorities of those organisations. Students will be introduced to the basic concepts of how it is sourced and managed in business contexts and the various tools that managers would use for that management process. In addition, this module will enable students to be equipped with the basic skills regarding how IT projects and it risks within business contexts are managed. Finally, students should be able to understand how a manager would be able to use it to leverage relationships with both customers and suppliers.

ELECTIVE MODULES: RISK MANAGEMENT

AC1RIAS – Risk Identification and Assessment	The purpose of the Risk Identification and Assessment is to improve students' ability to calculate and interpret various measures of risk and financial decision-making in a real-world context. This enables students to perform calculations faster and more accurately, for risk-informed business and financial decision-making.
AC1RFIN – Risk Financing	The purpose of Risk Financing is to introduce students to the financial market, the different capital markets, both domestic and foreign, and their respective financial instruments and the role that they play in risk financing. The module also focuses on risk management through the use of derivatives.
AC1MARM – Managing Risk Management	The purpose of the Managing Risk Management module is to give students with detail knowledge, insight and skills that are needed to understand the introductory aspects relating to Managing Risk Management. The Managing Risk Management module identifies and explains the need for Risk Management (overview) and discusses in detail ISO 31000 Risk Management Framework to assist them in managing risk in an organisation.
AC1ANAT – Analytical Techniques	The purpose of the Analytical Techniques module is to introduce the student to statistics as means of problem solving in business management. Essentially, a student should be able to reflect on the meaning of statistics for managers and gain basic competencies in practical considerations such as collecting and analysing data at a descriptive level.
AC1BCOM – Business Continuity Management	The purpose of the Business Continuity Management module is to provide the learner with knowledge, interpretation, analysis and an understanding of what risks management is, how it is implemented and why it is important. The module also focuses on personal development of the student, as well as preparing the student for identification and management of risks in their business environment. This module will require of students to develop intellectual competencies and practical skills in the field of BCM.

ELECTIVE MODULES: PROJECT MANAGEMENT

AC1PCOM – Project Communication Management	The purpose of the Project Communication Management module is to introduce the student to the importance of effective communication to increase the probability of project success, by utilising the basic principles of communication.
NC1NPLC – Nature of Project/Life Cycle	The purpose of Nature of Projects Life Cycle module is to introduce the student to project life cycle and project management knowledge areas. Project life cycle help project managers guide their projects successfully from start to finish. In managing a project there are number of processes involved in each knowledge area of project management which should be understood by project managers.
AC1PIMT – Project Integration Management	The purpose of the Project Integration Management module is to introduce the student to the development of an integrated project management process that will allow the project manager to focus all the project effort towards the strategic plan of an organisation. It will also highlight the importance of both project management techniques and interpersonal skills to equip the student to be part of an effective project team.
AC1PCOM – Project Communication Management	The purpose of the Project Communication Management module is to introduce the student to the importance of effective communication to increase the probability of project success, by utilising the basic principles of communication.
AC1PCMT – Project Change Management	The purpose of the Project Change Management module is to introduce the student to the importance of changes during the project lifecycle. These changes must be managed effectively from a technical perspective as well as a people perspective.

