



DEPARTMENT OF
BUSINESS MANAGEMENT

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ADVANCED DIPLOMA BRIDGING (COMMERCE)

GENERAL INFORMATION BROCHURE

**The Future
Reimagined**

ADVANCED DIPLOMA BRIDGING (COMMERCE)



To further vocational and career focused studies through continuous studies, the School of Management, UJ College of Business and Economics, offers a bridging programme for students who possess an NQF 6 Advanced Certificate in Business Management qualification obtained at the University of Johannesburg. This bridging programme, will provide students with the required status to qualify for a higher level qualification – the Advanced Diploma in Business Management (UJ enrolment conditions apply, eg average of 60%).

HIGHER LEVEL QUALIFICATION: ADVANCED DIPLOMA IN MANAGEMENT.

- This articulation is applicable only at the University of Johannesburg. You cannot do the bridging programme and use it as an entry qualification at another university or for another programme at UJ.
- Online classes are only offered in the evenings.

- This bridging programme consists of 5 subjects and 2 modules per subject, in total 10 modules. These subjects (modules) are:
 - Economics 1A and 1B;
 - Mercantile Law 1A and 1B;
 - Management 3A and 3B;
 - Applied Accounting Skills 1A and 1B;
 - Quantitative Techniques 1A and 1B
- The bridging programme is not an exit level qualification – which means you do not receive a certificate or diploma. It only provides you with the required status to further your studies at UJ.

ENTRANCE REQUIREMENTS FOR ADVANCED DIPLOMA BRIDGING

The UJ Advanced Certificate in Business Management is a pre-requisite for enrolment to this bridging programme.

In addition, students are required to have access to an electronic device and data as classes are offered on-line.

QUALIFICATION INFORMATION

The modules required for this programme is as follows:

ADVANCED DIPLOMA BRIDGING

CODE	MODULES
ADBE01A	Economics 1A for Adv Dipl. Bridging
ADBE01B	Economics 1B for Adv Dipl. Bridging
ADBL01A	Mercantile Law 1A
ADBL01B	Mercantile Law 1B
ADBM03A	Management 3A
ADBM03B	Management 3B
ADBA01A	Applied Accounting Skills 1A
ADBA01B	Applied Accounting Skills 1B
ADBQ01A	Quantitative Techniques 1A
ADBQ01B	Quantitative Techniques 1B

UJ Registration Fees and ICT Levies apply.

Fees charged include all study material and lecture fees.

The University reserves the right to change fees, module content, offering of programmes, etc. without prior notice or without providing reasons thereof.

APPLICATION INFORMATION

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

- 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 Advanced 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 were 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 ONLINE:

Log onto the UJ website: www.uj.ac.za
Click on: **"Apply on line"**

Follow the steps as requested from there.

The qualification code: **ADBQ01**

Should you have any queries, please contact:

Mr Khanya Rumbu on
011 559 1956 or khanyar@uj.ac.za

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 after 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 need 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.

The qualification code is **A1ADBQ** (to be used).

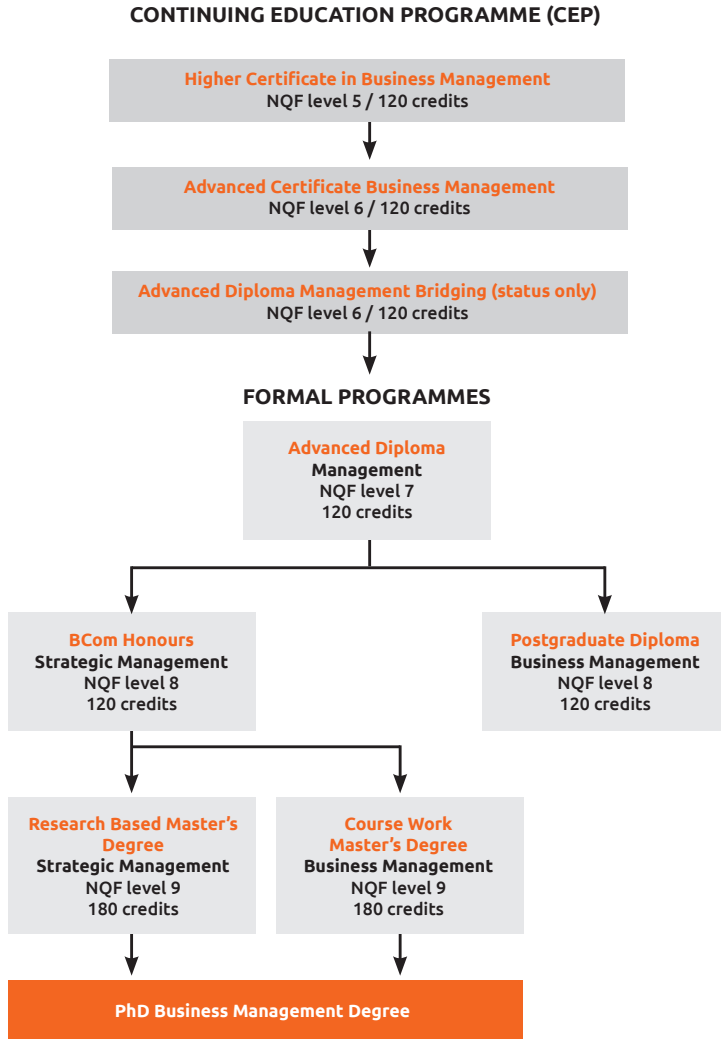
UJ will be posting the Academic Programme containing all the lecture times, dates and venues on the BlackBoard system towards the end of January. All registered students will be able to access this information.

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