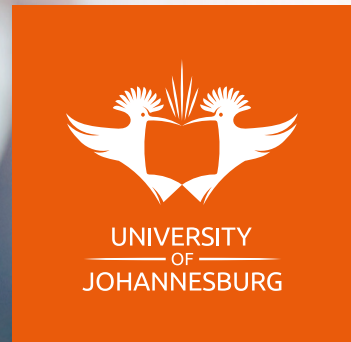


# DEPARTMENT OF BUSINESS MANAGEMENT

Continuing Education Programme (CEP)  
Higher Certificate in  
Business Management

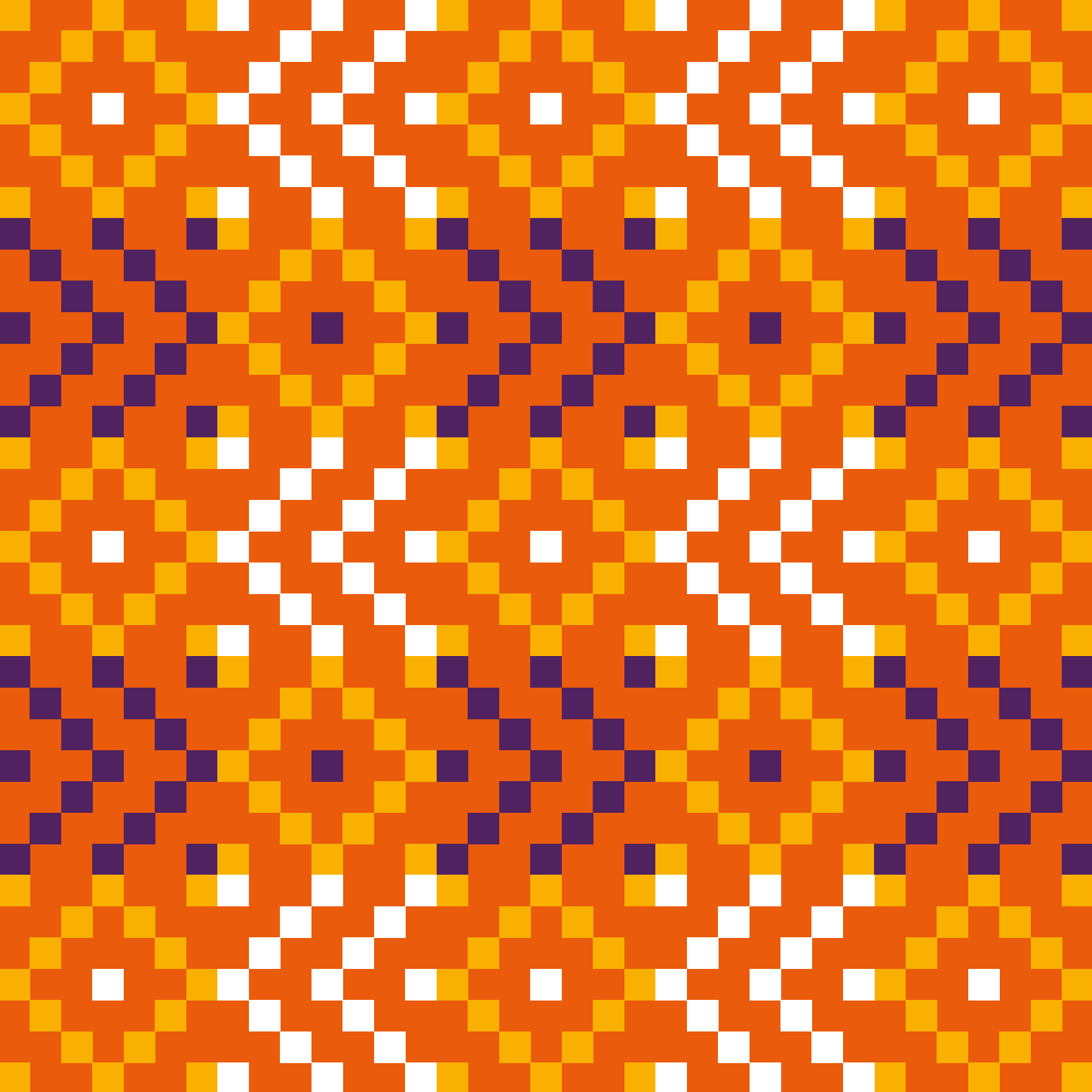


*If your marks can't get you into UJ, don't despair... the programmes in this booklet can help you bridge the gap between Matric and your next career move.*

2023

SCHOOL OF MANAGEMENT  
COLLEGE OF BUSINESS AND ECONOMICS  
UNIVERSITY OF JOHANNESBURG

**The Future  
Reimagined**



# 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 (CEP)

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

CEP programmes 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**

- Two modules (Project Management and Risk Management) on the Higher Certificate in Business Management programme are available as Short Learning Programmes to institutions/ organisations who register a minimum of 20 candidates. (entrance requirements apply).
- These two Short Learning Programmes (SLP's) are not available to individual students as they are offered institution/ organisation specific.

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



## **PRESENTATION**

Lecturing for this programme takes place face-to-face at UJ's Auckland Park Bunting Road Campus (not online).

Depending on the choice of elective, classes take place either in the evenings (General Management) or during the day (Risk and Project Management).

Students are required to have access to an electronic device (eg. computer or smart phone) with sufficient data to access the modules of these qualifications.

Each module will consist of at least three semester assessments and one examination.

## **ADMISSION REQUIREMENTS**

A National Senior Certificate (NSC) with higher certificate endorsement is a legal requirement for admission into a higher certificate.

Students are required to have access to an electronic device and data as all study material is accessed electronically and semester assessments need to be submitted via the UJ's Black Board system (classes are face-to-face).

## **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

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## HIGHER CERTIFICATE IN BUSINESS MANAGEMENT

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CORE MODULES	ELECTIVE MODULES	COST	DURATION	ADMISSION REQUIREMENTS
<b>Business Decision Making</b> <b>Human Resource Management</b> <b>Business Writing and Communication</b> <b>Accounting Aspects</b> <b>Project Management</b> <b>Management Principles</b> <b>Risk Management</b>	<b>General Management (HCBM01)</b> Financial Management; Labour Relations; Marketing Management. ~ <b>Risk Management (HCBM04)</b> Corporate Governance; Compliance and Legal Risk; Financial Risk; Operational Risk. ~ <b>Project Management (HCBM05)</b> Project Identification and Scoping; Project Procurement and Communication; Project Control.	Can only be confirmed in January	One year	Senior Certificate with Certificate endorsement

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### CONTACT

[bngwenya@uj.ac.za](mailto:bngwenya@uj.ac.za)  
Tel: 011 559 1959

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

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

### CONTACT

[bshortcourses@uj.ac.za](mailto:bshortcourses@uj.ac.za)

Tel: +27 (0)11 559 1954

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](http://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 and have access to registered modules, financial 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

**SLP Bridging  
Business Management A**  
NQF level 6  
60 credits

**SLP Bridging  
Business Management B**  
NQF level 6  
60 credits

### FORMAL PROGRAMMES

**Advanced Diploma  
Management**  
NQF level 7  
120 credits

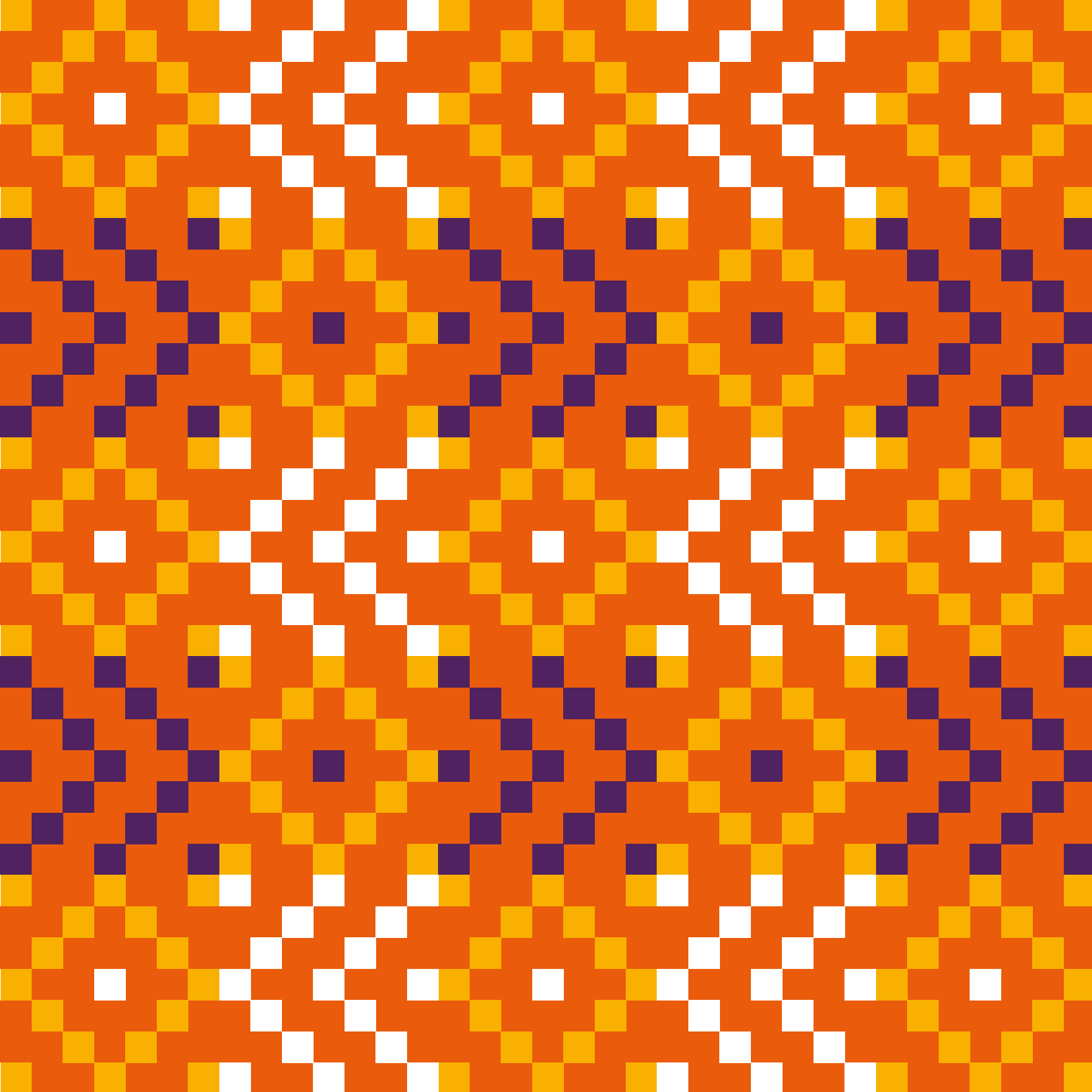
**Advanced Diploma  
Business Management**  
NQF level 7  
120 credits

**Postgraduate Diploma  
Business Management**  
NQF level 8  
120 credits

**Research Based  
Master's Degree  
Strategic Management**  
NQF level 9  
180 credits

**Course Work  
Master's Degree  
Business Management**  
NQF level 9  
180 credits

**PhD Business Management Degree**





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

