



DEPARTMENT OF
BUSINESS MANAGEMENT



**DEPARTMENT OF BUSINESS MANAGEMENT
GENERAL INFORMATION BROCHURE**

SHORT LEARNING PROGRAMMES

**The Future
Reimagined**

SHORT LEARNING PROGRAMMES



Short Learning Programmes (SLPs) are institutionally approved programmes extending over a period of less than one year that do not lead to a qualification, covering a range of social, economic, and educational purposes, aligned with the UJ's PQM and strategic thrust.

To further vocational and career focused studies through continuous studies, the School of Management, UJ College of Business and Economics, offers two Short Learning Programmes (SLPs) for students who possess an NQF 6 Advanced Certificate in Business Management qualification obtained at the University of Johannesburg. These SLP programmes, will provide students with the required status to qualify for a higher-level qualification – the Advanced Diploma in Business Management and the Advanced Diploma in Management (Acceptance to the Advanced Diploma qualifications is subject to specific admission requirements).

These SLPs are not exit level programmes; students enroll in these programmes solely to qualify for some of the Full-time programmes

PROGRAMME A: SHORT LEARNING PROGRAMME BRIDGING – BUSINESS MANAGEMENT A.

- This Short Learning programme consists of 5 modules
- The bridging programme is not an exit level qualification.

- Upon successful completion of this SLP, students will receive a certificate of completion
- It only provides you with the required status to further your studies at UJ.
- Offered only in semester 1.
- Classes are offered in the evenings only as per academic programme on the Bunting Road Campus from 17:30 to 21:00.
- Students are required to have a suitable electronic device and data.
- Students are required to successfully obtain a semester mark of at least 40% to gain exam entrance.
- Students pass a module if they obtain an exam mark of at least 40% and a final mark of at least 50%.

ENTRANCE REQUIREMENTS FOR PROGRAMME A: SHORT LEARNING PROGRAMME BRIDGING – BUSINESS MANAGEMENT A

The UJ Advanced Certificate in Business Management is a pre-requisite for enrolment to this Short Learning Programme bridging – Business Management A.

In addition, students are required to have access to a suitable 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.

QUALIFICATION INFORMATION

The modules required for this programme is as follows:

Short Learning Programme Bridging – Business Management A

CODE	MODULES
ADBE01A	Economics 1A
ADBL01A	Mercantile Law 1A
ADBM03A	Management 3A
ADBA01A	Applied Accounting Skills 1A
ADBQ01A	Quantitative Techniques 1A

PROGRAMME B: SHORT LEARNING PROGRAMME BRIDGING – BUSINESS MANAGEMENT B.

- This Short Learning programme consists of 5 modules
- The bridging programme is not an exit level qualification.
- Upon successful completion of this SLP, students will receive a certificate of completion
- It only provides you with the required status to further your studies at UJ.
- Offered in 2nd semester only.
- Classes are offered in the evenings only as per academic programme on the Bunting Road Campus from 17:30 to 21:00.
- Students are required to have a suitable electronic device and data.
- Students are required to successfully obtain a semester mark of at least 40% to gain exam entrance.
- Students pass a module if they obtain an exam mark of at least 40% and a final mark of at least 50%

ENTRANCE REQUIREMENTS FOR PROGRAMME B: SHORT LEARNING PROGRAMME BRIDGING – BUSINESS MANAGEMENT B

The UJ Programme A: Short Learning Programme Bridging – Business Management A modules is a pre-requisite for enrolment to modules on the Short Learning Programme bridging – Business Management B.

In addition, 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.

Students are encouraged to complete SLP A and B in one academic year.

QUALIFICATION INFORMATION

The modules required for this programme is as follows:

Short Learning Programme Bridging – Business Management B

CODE	MODULES
ADBE01B	Economics 1B
ADBL01B	Mercantile Law 1B
ADBM03B	Management 3B
ADBA01B	Applied Accounting Skills 1B
ADBQ01B	Quantitative Techniques 1B

FEES

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.

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 (for SLP-A) or the SLP Bridging Business A (for SLP-B) at UJ, Department of Business Management has been obtained
- Matric (with certificate endorsement) and, where applicable, marriage certificate was 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 codes:

- Short Learning Programme Bridging – Business Management A: S34BAQ
- Short Learning Programme Bridging – Business Management B: S34BBQ

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.

SOME GENERAL INFORMATION ON THE HIGHER LEVEL PROGRAMMES: ADVANCED DIPLOMA IN MANAGEMENT AND ADVANCED DIPLOMA IN BUSINESS MANAGEMENT.

- This articulation is applicable only at the University of Johannesburg. You cannot do these SLPs and use it as an entry qualification at another university or for another programme at UJ.
- Only evening classes are available and offered on the Bunting Road Campus.

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.

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 online"

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 (first semester) and June (second semester). 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

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

UJ admission and programme requirements apply.