

# DEPARTMENT OF BUSINESS MANAGEMENT

## Continuing Education Programme (CEP) Higher Certificate in Business Management

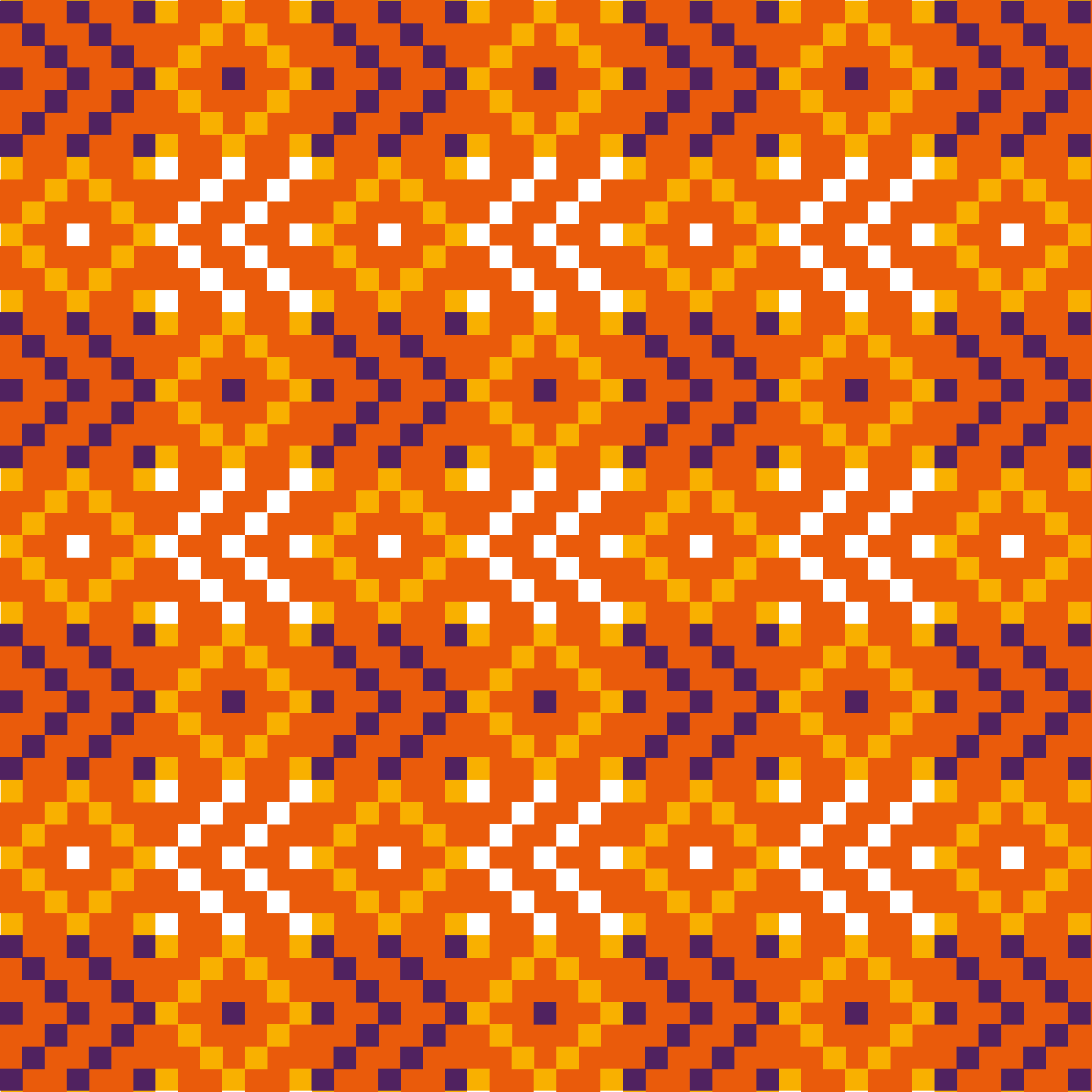


UNIVERSITY  
OF  
JOHANNESBURG

**SCHOOL OF MANAGEMENT**  
**COLLEGE OF BUSINESS AND ECONOMICS**  
**UNIVERSITY OF JOHANNESBURG**

*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.*

**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
- Choice of offering. Contact based or on-line classes.

### ADMISSION REQUIREMENTS

A National Senior Certificate (NSC) with 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 November each year for the following academic year. There is only one annual intake for this programme. Only students who were successful in their application and have paid the minimum fees as determined by the Department of Business Management, will be allowed to register (in January).

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

## PRESENTATION

Classes (contact sessions) for this programme are offered as either face-to-face (on UJ's Bunting Road Campus) or on-line. Registered students will be required to complete and submit their semester assessments on-line while examinations must be written at one of the UJ centres (available in most major cities countrywide).

Depending on your choice of elective and mode of offering, classes take place either in the evening or during the day.

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

Each module will consist of at least three on-line semester assessments and one face-to-face examination.

## HIGHER CERTIFICATE IN BUSINESS MANAGEMENT

Students are required to register for all seven compulsory modules and in addition, choose one group of electives consisting of three modules in either General Management (HCBM01); Risk Management (HCBM04); or Project Management (HCBM05).

### HIGHER CERTIFICATE IN BUSINESS MANAGEMENT

#### CORE MODULES

**Business Decision Making**  
(HC1BDMG)

**Human Resource Management**  
(HC1HRMT)

**Business Writing & Communication**  
(HC1BWCN)

**Accounting Aspects**  
(HC1ACAS)

**Project Management**  
(HC1PJMN)

**Management Principles**  
(HC1MPCP)

**Risk Management**  
(C1RSKM)

#### ELECTIVE MODULES

**General Management**  
(HCBM01)

Financial Management (HC1FINM);  
Labour Relations (HC1LREL);  
Marketing Management (HC1MKTM).

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**Risk Management**  
(HCBM04)

Corporate Governance Compliance  
and Legal Risk (HC1CGCM);  
Financial Risk (HC1FINR);  
Operational Risk (HC1OPSR).

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**Project Management**  
(HCBM05)

Project Identification and Scoping  
(HC1PJIS);  
Project Procurement and  
Communication (HC1PPCO);  
Project Control (HC1PPCO).

UJ is great because of global rankings.

# Curriculum for the Higher Certificate in Business Management

## COMPULSORY MODULES

### **Business Writing & Communication**

The purpose of the Business Writing and Communications module is to expose students to the various communications methods available to organisations. This module aims to educate students about effective business communication by analysing what business communication entails, what aspects should be considered when communicating in an organisation, the possible avenues for communication as well as the possible downfalls that could occur and finally, how one should communicate effectively.

### **Management Principles**

The purpose of the Management Principles module is to provide the student with an introduction to managerial practices and approaches so that, existing and potential individuals in managerial positions can conduct managerial tasks adequately.

### **Human Resource Management**

The purpose of this module is to introduce the learner to human resources management (HRM) and how it functions in the organisation. The module provides the learner with an overview of the various motivational theories that can be applied in HRM, discusses job analysis, job description, job specification, workforce planning, recruitment, and training & development.

### **Project Management**

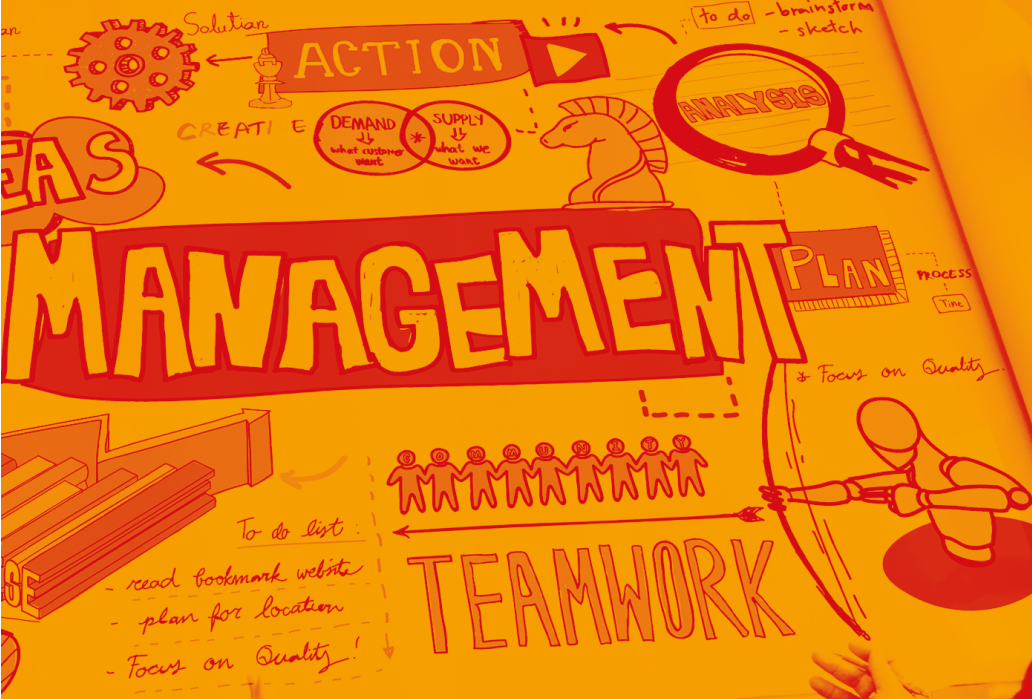
The purpose of this module is to introduce the objectives and principles of project management. It will prepare the student to apply necessary skills to interpret and design a project management system and to reflect on applications. It will develop competency in order to analyse, transform and critically evaluate new information on various aspects of project management in a range of contexts to resolve abstract contextual problems and reflect on the role of management and its efficiency in delivering projects.

### **Risk Management**

The purpose of the Risk Management module is to give students with an overall knowledge, insight and skills that are needed to understand the introductory aspects relating to Risk and Risk Management. The sources of risks are identified, described and classified as controlled and uncontrolled sources and/or types of risk in terms of micro (internal) organisational influences vs. external influences. This module is mostly theoretical. It identifies and explains the need for Risk Management (overview) and introduces the student to ISO 31000 Risk Management Framework to assist them in managing risk in an organisation.

UJ is great because of prestigious partnerships.





### **Business Decision Making**

The purpose of the business decision-making module is to support a manager in recognising and applying decision-making methodologies applicable to a work environment. The module will introduce the student to key decision-making models and explain the value of each. Completion of the module lends to competency in improving a business situation in which an expected level of performance is not being achieved.

### **Accounting Aspects**

The purpose of the Accounting Aspects module is to introduce Accounting Aspects and the business process. In doing so the module consists of theory and practical components concentrating on the identification process to understand the theory of accounting and introduction to the financial statements. The purpose of this module is furthermore to provide the student with an understanding and insight into accounting and its purposes.

## **ELECTIVE MODULES**

### **GENERAL MANAGEMENT GROUP OF ELECTIVE MODULES**

#### **Financial Management**

The purpose of the Financial Management module is to provide the student with a basic, yet applicable knowledge of fundamental concepts of finance, and where each of these concepts fit into the financial management function.

#### **Labour Relations**

The purpose of this module is to introduce the learner to labour or employment relations as governed by the Labour Relations Act and other related pieces of legislation in South Africa. The module provides the learner with an overview of the historical development of labour relations in South Africa, discusses the system of collective bargaining and dispute resolution mechanisms provided for by legislation. Finally, the module introduces the learner to labour relations at the organisational level. To this end, it discusses the grievance procedure, disciplinary action, and retrenchment procedures in the workplace.

#### **Marketing Management**

Marketing Management provides an introductory orientation towards the principles of Marketing and lays down the foundation on which you will build any further studies in Marketing. A South African textbook that contains local examples and cases will be used for this module.

UJ is great because of an outstanding study experience and academic performance.



## **RISK MANAGEMENT GROUP OF ELECTIVE MODULES**

### **Corporate Governance & Compliance Management**

The purpose of the Corporate Governance & Compliance Management module is to provide the student with the necessary knowledge and understanding of the South African corporate legal system, the corporate governance concept within a business and its financial environment, to become familiar with the ongoing global best practices in corporate governance concepts and gain a new perspective of the impact of good corporate governance practices on ensuring the efficient management of a company, including the recommendations of the King IV™.

### **Financial Risk**

The purpose of the Financial Risk module is to introduce students to financial risk, types of risks, risk terminology used in the financial sector, sources of financial risk, risk frameworks, risk identification, measurement and risk management. This will also introduce students to know how to solve or manage financial risks and be creative in formulating new methods or ways to solve financial risks.

### **Operational Risk**

The purpose of the Operational Risk module is to provide an introduction from a managerial perspective and its usage in the business risk process. This module consists of theory and practical components concentrating on the identification process to understand the theory of managing risk in an operational environment and its importance in the strategic decision making using the information learnt. This module is designed to provide the student with an understanding of and insight into the uses and benefits of Operations Risk Management and its purposes. Risk management has become an increasingly important part of organisational best practices and the risk management framework provided in this training is flexible enough for any organisation.

## **PROJECT MANAGEMENT GROUP OF ELECTIVE MODULES**

### **Project Control**

The purpose of the Project Control module is to introduce the student to the main themes and concepts of project management. The module covers a wide range of traditional and contemporary management principles and concepts and many examples illustrating how successful managers apply theory to practice in their organisations. These aspects are also the focus of this module, with topics related to the evolution of management, the changing environment, strategic planning, and managerial functions forming the core of the programme.

### **Project Identification & Scoping**

The purpose of the Project Identification & Scoping Management module is to equip students with the objectives and the underlying principles of project identification and scoping. It will prepare the student to understand how projects are identified in the initiating phase of the project life cycle.

### **Project Procurement & Communication**

The purpose of the Project Procurement and Communication module is to provide an introductory orientation towards the principles of project procurement management and project communication management.

# 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 includes all on-line study material, registration fees and ICT levies. Final fees can only be confirmed towards the end of November for the next academic year.**

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.

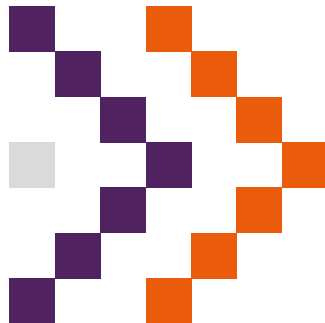
### **Students register themselves online.**

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.



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

# 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.